

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair
Paul Ballard, Vice Chair
David Landwehr, Kathy Lefebvre, Ray Suennen

EDUCATION & RECREATION COMMITTEE

MONDAY, DECEMBER 16, 2019

4:00 p.m.

Room 200, Northern Building
305 E. Walnut St., Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA

**** NOTE DATE, TIME & LOCATION ****

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 15, 2019.

Comments from the Public

Communications

1. Communication from Supervisor Lund re: To change the name of the Brown County boat landing in Suamico, WI to La Fave Landing after DNR officer Neil La Fave who was killed in the line of duty by a violator on September 24, 1971 on his 32nd birthday at Sensiba Wildlife Area in Suamico. Neil was a 9 year veteran of the DNR and was survived by his wife Peggy and two young children Nicole and Lonny. This would be an appropriate honor for this man who gave his life in the service of our community. *Referred from November County Board.*

Consent Agenda

2. Library Board of September 19, 2019.
3. Neville Public Museum Governing Board of October 14 and November 11, 2019.
4. Golf Course Budget Status Financial Report for October 2019 – Unaudited.
5. Museum Budget Status Financial Report for October 2019 - Unaudited.
6. Parks Budget Status Financial Report for October 2019 – Unaudited.
7. NEW Zoo Budget Status Financial Report for October 2019 – Unaudited.
8. Audit of Bills.

Presentation Items

9. Brown County Fair Association – 2019 Brown County Fair Recap.

Golf Course

10. Golf Course Superintendent's Report.

NEW Zoo and Adventure Park

11. Director's Report.

Parks Department

12. Expo Hall Update.
13. Director's Report.

Library

14. Library Report/Director's Report.

Museum

15. Museum Director's Report.

Action Items

16. Park Mgmt. – Discussion Re: Rename of Brown County's Suamico Boat Landing to honor Neil L. La Fave
17. Park Mgmt. – Discussion and Review Re: Barkhausen's restroom/classroom addition
18. Park Mgmt. – Resolution to Approve State Trail Connector Easement
19. Park Mgmt. – Resolution to Approve Electrical Line Easement Regarding the Fox River State Trail
20. Budget Adjustment Request (19-098): Any increase in expenses with an offsetting increase in revenue (Replacement Truck and Firewood Locker).

Other

21. Such other matters as authorized by law.
22. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE EDUCATION AND
RECREATION COMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a budget and regular meeting of the Brown County Education and Recreation Committee was held on Tuesday, October 15, 2019 at the Brown County Central Library, 515 Pine St., Green Bay, Wisconsin.

Present: Chair Van Dyck, Supervisor Ballard, Supervisor Lefebvre, Supervisor Suennen, Supervisor Landwehr
Also Present: Supervisors Moynihan, Buckley, Lund; County Executive Troy Streckenbach, Director of Administration Chad Weininger; PMI Representative Ken Wachter, Golf Course Superintendent Scott Anthes, Zoo and Park Director Neil Anderson, Adventure Park Supervisor Nathaniel Wagner, Assistant Park Director Matt Kriese, Museum Director Beth Lemke, Neville Public Museum Governing Board Chair Kevin Kuehn, Library Director Sarah Sugden, Library Financial Manager Linda Chosa, other interested parties

Please Note: Action shown in red pertain to budget items.

I. Call to Order.

The meeting was called to order by Chair Van Dyck at 5:00 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to approve as revised to move Library to the end. Vote taken. **MOTION CARRIED UNANIMOUSLY**


III. Approve/Modify Minutes of September 26, 2019 and Joint Ed & Rec/Executive Committee of October 7, 2019.

Motion made by Supervisor Suennen, seconded by Supervisor Lefebvre to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Naming Rights Presentation by PMI

At this time Ken Wachter of PMI introduced himself to the Committee. He provided some background as to how PMI got involved which was followed by the presentation PMI has been showing for the last 3 – 4 months.

Following the presentation, Supervisor Buckley referenced the \$8 million dollars and asked if that is for naming rights only as it was his understanding that we needed \$8 million dollars for just the naming rights. Wachter replied that the \$8 million dollars is for naming rights plus. He feels Buckley is confusing sponsorship and naming rights which are two different things. Naming rights will get to \$8 million dollars plus, and sponsorship will be totally different. They want to make sure that when they sell sponsorship in the venue, that that money will flow through the P & L of the venue itself. Supervisor Lund asked what the timeframe is to finalize the naming rights. Wachter responded that he hoped to get close to the \$8 million dollars by January. One of the things they are trying to do is get people to pay up front in lump sum numbers rather than spreading it out over a period of time and that makes it a little more difficult. Buckley referenced the project that is being done by the Convention and Visitors Bureau and wanted to be sure that the expo center project, which is a huge project for Brown County, is also getting the attention it deserves. Wachter responded that he talks to CVB staff quite frequently and they have put together a campaign group of 20 business people to help them with the new building and he noted that they are also a non-profit and are asking people to make charitable philanthropic donations. People do not see the expo naming rights as a philanthropic donation. Wachter said in some meetings with potential donors he takes the lead, in others the County Executive takes the leads and in still others the Village President has taken the lead.



Supervisor Landwehr asked what the drive is to ask for the naming rights money to be paid up front. Director of Administration Chad Weininger responded that having the \$8 million dollars by a certain date was part of the original financing model approved by the County Board. The reason they want as much paid up front as possible is that under the new tax law the county did tax exempt bonding which allowed us to get a lower rate and finance more and the county is capped at a certain amount of naming rights. The more we get on the front end to put towards the project opens the county up in the future to get additional naming rights if we need to do capital investments so financially it is in the county's best interest to get as much up front as possible. Having said that, there is flexibility and the window is closer to about a 10 year period to recoup it. This goes into the whole negotiation piece when they are talking about naming rights. Wachter added that the Resch Center was done in a very similar fashion. Supervisor Moynihan thanked Wachter for taking the time to come tonight and give this presentation and also for the efforts he has partnered with the administration and the Village of Ashwaubenon on. PMI has been an excellent partner with Brown County and Wachter taking the extra step of pitching this has been appreciated. Wachter informed he has enjoyed it and feels it is going to be a great building.

Supervisor Van Dyck agreed with Wachter in that if naming rights are not going to be philanthropic, it is best to get the funds as soon as possible. He asked if the location of the expo center is a better location than the Resch Center. Wachter said the difference is the type of people that will go to the building and the type of events that will be held in the building. Expo halls do not have the same amount of foot traffic and they have different types of shows. There are more opportunities in an arena than there are in an expo hall. The Resch Center has 700,000 people go through it in a year and the expo hall could have much less than that. Wachter continued that he believes we will get to the \$8 million dollars and he feels that is a pretty good number. They valued selling the naming rights as the top priority, and then they valued the plaza next, followed by the lobby and then the halls and pre-function space upstairs. Wachter added there are a number of other little things they can sell such as the box office. This project is exciting because of its location across the street from Lambeau Field. The Packers are in a catch 22; they get people to pay more, but they also suck a lot of money from businesses in that they get people to commit a lot of money to them which leaves some businesses with not a lot of other money for marketing purposes. Wachter continued that they had a list of businesses and foundations to reach out to and some they have had meetings with and others did not respond, but he feels confident they will get to the \$8 million dollars and would even like to go over that.

Supervisor Lefebvre wanted to see the veterans' aspect shown on the outside of the building; not only on the inside. Moynihan pointed out that all shows and events at the expo center will be referenced as being held at the Brown County Veterans Memorial Complex. Wachter added that the veterans' aspect will be evident in a number of ways. The outside veterans' display will be enhanced and there will also be a beautiful state of the art veterans' display in the lobby. He feels the county has done a nice job for the veterans, but to put that type of name on the outside of the building would be difficult to market. He feels the veterans will be happy with what the county is going to do for them.

Supervisor Ballard asked about the comparables Wachter has looked at. Wachter referenced the old MECCA Arena in Milwaukee which is now named Panther Arena and they paid \$175,000 a year for 10 years for that. He also mentioned a naming rights agreement in Kansas which was \$200,000 a year for 10 years and a big arena in Little Rock who just got \$400,000 a year for their naming rights. Wachter feels we are going to end up getting somewhere in the \$400,000 - \$600,000 a year range based on 10 years and that is a pretty good number. The naming rights for the expo will likely sell for more than the naming rights for the Resch Center.

Comments from the Public on Non-Budget Items. None.

1. Review Minutes of: (None)

Communications

2. (None)

Comments from the Public on Budget Items – None.

Consent Agenda

3. Golf Course Budget Status Financial Report for August 2019 – Unaudited.
4. Museum Budget Status Financial Report for August 2019 - Unaudited.
5. Parks Budget Status Financial Report for August 2019 – Unaudited.
6. NEW Zoo Budget Status Financial Report for August 2019 – Unaudited.

Motion made by Supervisor Landwehr, seconded by Supervisor Suennen to approve the consent agenda.
Vote taken. MOTION CARRIED UNANIMOUSLY

Golf Course

(1) GOLF COURSE – REVIEW OF 2020 DEPARTMENT BUDGET.

Golf Course Superintendent Scott Anthes presented a budget summary to the Committee, a copy of which is attached.

Landwehr referenced basing estimates off 34,000 – 35,00 rounds as stated by Anthes and pointed out that the budget book shows a 2019 estimate of 30,000 rounds and each year since 2015 the numbers show a decrease. He asked if expecting 34,000 rounds is realistic. Anthes responded that the last three years have been very wet or hot, and the last two years have been the wettest on record. Landwehr just wants to be sure we are being honest with ourselves on the number of rounds we can expect and in looking at the history it is hard for him to hope for 34,000 – 35,000 rounds. Anthes is comfortable with those numbers and added that a lot of it depends on when the course opens and closes for the season. In addition, when the course opens late or early, they get an influx of season passes and those rounds are considered in the estimate as well. Ballard referenced the \$5000 decrease in advertising and asked if Anthes is still comfortable with that. Anthes responded that they have not spent the full \$10,000 budget on advertising for a number of years. They have been doing a lot more statewide advertising in different publications and on websites trying to get more play from outside areas. They do not advertise in the local newspaper anymore. The last large advertising campaign they did was with regard to the grand opening after they redid the greens.

Ballard also asked if Anthes feels he has enough flexibility to provide specials under certain circumstances. Anthes said the current structure requires that he get permission from the County Board to change fees. If he was able to adjust rates by up to 25% it would be helpful. Van Dyck noted a private course would have the ability to make rate adjustments on the fly and asked Anthes if he feels it would be beneficial for him to have that flexibility as well. Van Dyck feels there should be some flexibility for pricing based on the assumption that Anthes will make smart decisions to use the accommodations when necessary. Not having the flexibility to make adjustments on the fly and having to wait for 60 days for approval from the County Board is crazy when trying to run a business. Landwehr feels we are asking a lot of Anthes because what we are talking about is figuring out a way for instant marketing and this may be something we may wish to get a specialist in to work with Anthes on. Van Dyck noted the Superintendent is the person that would have to make the call on special pricing, but right now he cannot do that.

Lund agreed we need to give the golf course some flexibility. One way to go about this would be for the golf course to send out texts saying there is a special on a particular day or something like that. He feels Anthes should be given the flexibility to give him the opportunity to do what he needs to do to get the rounds up. Van Dyck said instant marketing would be beneficial. Weininger said if this is the path the Board chooses to go there would need to be an amendment to the promotional fees on Page 360 of the Budget Book and then

a minimum and maximum rate would need to be set or a special resolution can be done giving Anthes certain powers to charge different fees. Currently Anthes is only authorized to charge the fees set forth. Weininger suggested that this be addressed further on the Board floor at the budget meeting. If it done during the budget, the fees in the budget book can be amended, but if it is done after budget, it would have to be done by resolution. According to state statute, in order to change a fee it has to be adopted by resolution and when this budget is adopted it is adopted as a resolution. Lund feels we should give Anthes some time to work on this and discuss it further at the time of the budget meeting rather than putting him on the spot tonight without giving him any time to think about it. Van Dyck suggested passing the golf course budget the way it currently exists and then have a conversation on the Board floor. He would like to see something giving Anthes the flexibility to adjust the daily rate based on weather conditions. Landwehr noted there is already an adjustment listed for the different seasons. Supervisor Suennen would also like to give Anthes the flexibility to make adjustments based on the weather. At this time he would like to approve this as is with the understanding that we will look at giving Anthes the flexibility to adjust the rates within reason based on course conditions. Anthes said this comes down to how strict the Committee wants to be. Landwehr said we are not talking about anything that would adjust the bottom line because what we are talking about trying to do is create more revenue. If we do something on the Board floor, it really should not affect the bottom line. Weininger agreed and said as long as it is within reason it should be okay. He feels it would make the most sense to give Anthes direction to come back with a recommended motion for fee adjustments at the time of the budget meeting. Landwehr's suggestion was to give Anthes the flexibility on budget day and pass this today as it is. Then next year once the golf season starts, fee adjustments would be a line item so the Committee could monitor it throughout the season.

Supervisor Lefebvre was excused at 5:47pm

- a. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Golf Course Department Table of Organization.

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Ballard, seconded by Supervisor Suennen to approve the Golf Course budget as presented. Vote taken. MOTION CARRIED UNANIMOUSLY

- 7. Budget Adjustment Request (19-084): Any increase in expenses with an offsetting increase in revenue.

This golf course budget adjustment is related to the Spring 2019 flood damage to the irrigation system. The insurance claim will be combined with the Pamperin Park flood damage claim. The fiscal impact of this is \$13,497.

Motion made by Supervisor Landwehr, seconded by Supervisor Ballard to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 8. Golf Course Superintendent's Report.

Anthes stated it has been raining so much lately. They were able to get the greens aerified and they will start to winterize the golf course and will be closing soon. They will be aerifying tees and blowing out irrigation and then will apply winter fungicides to get ready for the snow.

Suennen noted the 2019 estimated amount shows a loss and Anthes said he anticipates ending up with a cash flow loss of about \$20,000.

No action taken.

NEW Zoo and Adventure Park

(2) NEW ZOO AND ADVENTURE PARK – REVIEW OF 2020 DEPARTMENT BUDGET.

NEW Zoo/Adventure Park Director Neil Anderson referred to page 173 of the Budget Book and provided a budget summary, a copy of which is attached. He shared the information contained in the summary with the Committee.

With regard to Anderson's mention of consideration being given to moving the NEW Zoo and Adventure Park staff together for further economies of scale when the canopy tour opens, Van Dyck asked what the purpose of waiting to consider that is given the performance of the Adventure Park and the need to find economies to make it more profitable. Anderson responded that the Zoo and Adventure Park are currently set up as two enterprise funds with separate staffing. The Adventure Park is a seasonal operation that needs two full-time staff to operate. If the canopy tour is added, it will come out of the Adventure Park and move to the Zoo which will be a significant revenue generator. Combining would allow the Adventure Park staff to perform duties and programming throughout the Zoo in the Adventure Park off-season. Van Dyck feels it would make sense to combine this sooner rather than later. Weininger said this is like Parks that has a number of divisions that are accounted for differently. He feels there would likely be some interest in keeping the Zoo and Adventure Park separate so we can make sure the Zoo is performing at a certain level and the Adventure Park is performing at a certain level. When sharing staff, time has to be allocated correctly and Weininger would like to talk more about this internally. He would like to go through the pros and cons and noted that one of the reasons enterprise funds are created is to know how one piece is doing. Weininger assumes one of the reasons these two are separate is because Parks was more a part of the Adventure Park, but now it is more of a Zoo thing. At the end of the day, it is a matter of how it is accounted for and the issue would be the timing of staff, but that can all be figured out. Van Dyck feels this is something that should be looked into further because he feels it makes sense and he does not want to lose sight of this for 2020.

Van Dyck continued that since NEW Zoo attendance is included in the Budget Book, there should also be an attendance graph for the Adventure Park in the Budget Book. He asked about the change in the per visit for the Adventure Park. Adventure Park Supervisor Nathaniel Wagner indicated that that would allow flexibility in combining packages and other things they currently do not have the ability to do. If they were to provide a team building program, currently it is based off a per hour rate where as if they were able to offer a package that included several different things, they can build it out to exceed the fee they are currently at. It is an opportunity for the Adventure Park to package things differently. It was also noted that the new Kids Course is added value to the membership package. Previously anybody under the age of 6 was not able to use the course, but now with the addition of the Kids Course, they are able to raise the price and that would also include the increase for the netted course they are looking at adding as well.

Landwehr asked how many membership packages have been sold. Wagner said they have not put a large emphasis on the membership packages because for this year the goal was to get overall attendance up. He informed they have between 30 – 35 memberships and one of the goals for next year is to increase those numbers. Wagner noted those who have memberships find great value in what they are getting and are also a great source of marketing as far as word of mouth. Landwehr questioned if they should be making such a

big jump in one year. His opinion is to cut the jump in half because for a family, jumping from \$200 - \$250 is substantial. Wagner understands Landwehr's opinion, but feels that with the addition of the other items for a family who comes out regularly that will be absorbed very quickly. He does not foresee the members having much of a problem with this. Landwehr said he would rather see the number of family memberships much larger versus trying to see how high they can get the revenue on it. Wagner continued that from a marketing perspective, in this industry flexibility is important to be able to offer discounts at different times, such as early bird specials. Dynamic pricing is also important and helps to drive the large weekend groups into the week to better even out the flow of traffic. Wagner said they get a lot of groups on the weekend, which is great, but it cuts down the amount of people they can put in from the general public. If they can drive some of the weekend groups to come during the week instead by giving them a different rate and making it more enticing, it allows for a larger capacity on the weekends for the general public.

Ballard referenced the initiative outlined on Page 173 to have a combined Zoo and Adventure Park pass, but this is not reflected in the fees and he asked for details. Wagner said it is not included because of the separate budgets. There will be a combined budgeted rate, but because these are currently on separate lines, it is not in the book as one combined rate. There will be a combined rate next year and the rate will be \$299 for family combined and \$120 for individual combined.

Van Dyck would like to see the budget passed as it is presented tonight, and then have the fees cleaned up at the budget meeting. We would need to add that fee and there seems to be support from the Committee to have an early bird fee on the Adventure Park side. Something like \$25 off. Ballard said consideration should also be given to things like weekday only memberships or weekend only memberships. Van Dyck said if an amended rate sheet is created and then sent to the Committee members for individual feedback, it would be okay. Then a revised rate sheet can be brought forward to approve at the budget meeting. Ballard added that the Committee wants to see the Adventure Park be successful and would be willing to approve rate changes in the budget process to let that happen.

Wagner concluded by distributing photos of the netted jump trampoline they are looking to add with the capital outlay. This would help expand the operations and work into the future of the Park. Landwehr asked what the life expectancy of the ropes would be. Wagner did not have that at this time, but he will look into it and noted that the other rope elements currently on the course have held up well since they were put in in 2014.

- a. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the NEW Zoo & Adventure Park Department – Table of Organization. (19-080R).

Motion made by Supervisor Ballard, seconded by Supervisor Suennen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- b. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the NEW Zoo & Adventure Park Department – Table of Organization. (19-083R).

Motion made by Supervisor Suennen, seconded by Supervisor Ballard to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to approve the NEW Zoo budget as presented. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Director's Report.**

Anderson reported Zoo Boo is currently going on. They had a slow start, but the event will cover three weekends and they somewhat plan for one rainy weekend. He also talked about some animal moves, including the giraffe that is coming from Erie, PA that will be arriving the week of October 28. The giraffe is currently being trained to get on the specially-designed trailer.

No action taken.

Parks Department

(3) PARKS DEPARTMENT – REVIEW OF 2020 DEPARTMENT BUDGET.

Assistant Park Director Matt Kriese informed there are not a lot of significant variances in financials for operations, maintenance and repairs, other than in outlay and improvements. In looking at performance measures, Park visitation is at 960,000 which is similar to the past. Kriese noted they do not have admission gates at the parks so calculating the number of visitors is not a very scientific process, but most parks do have infrared counters that capture the numbers which are then adjusted for various factors. Visitor satisfaction is based on surveys and other customer feedback. Overall as land managers operating over 3,100 acres of land, there is a 4.75 satisfaction rate which Kriese feels is very good. He continued that the occupancy rate at Bay Shore is going to be bumped up by 1% which could have a significant impact. Currently for this year Bay Shore has brought in about \$220,000, compared to \$240,000 last year.

Kriese continued that with the outlay in Parks improvement projects they are getting a lot of positive feedback. People are happy to see the improvements being done and he thanked the Committee and Board for taking the initiative and reinvesting back in the Parks in a significant way because the users are noticing that.

Some of the larger initiatives for 2020 include purchasing a prairie seeder that will be 100% grant funded and Parks would have the opportunity to rent that out. One of the other large things is replacement of a 1 ton plow truck. The current truck has roughly 127,000 miles on it and is in pretty rough shape.

Carryover projects include the Pamperin Park bank stabilization. This will be bid out in 2020 and should move ahead. Construction of the Reforestation Camp campground should also begin in mid to late 2020. Kriese also mentioned they are finally getting down to the nuts and bolts of the Fairground project and it is anticipated that work will begin towards the end of 2020. Barkhausen will also have a carryover project in 2020 that will consist of remodeling the restrooms and classroom space. Another large initiative in 2020 is the start of the Bay Shore Harbor and Park Plan.

Other things Parks is looking at for 2020 include eliminating in-house wood splitting. Staff is spending a lot of time on this and they also have rental fees in that they have to rent a processor. They will be putting out an RFQ in 2020 to look at purchasing firewood from a private party allowing Parks staff to focus on more of the necessities and equipment repairs.

With regard to rates and fees, of note is that Parks did develop a Fairgrounds property fee of \$4,500 per day which includes set up a day in advance. When the numbers were calculated for the events held at the Fairgrounds this year, in theory it is very close depending on attendance. This is an all-in fee which Kriese feels is going to work well from a staffing standpoint and will also be a bit more enticing for users of the

property knowing that the fee will not fluctuate greatly. There has also been a 4-H fee established which will mean that each group will not have to come to the Committee to ask for a fee waiver. Pamperin Park and Reforestation Camp pavilion fees have also been increased by roughly 5%.

Kriese concluded by saying there are two resolutions before the Committee. One is to eliminate the LTE Park Educator and add a full-time Park Educator position. At this time the LTE is working the full 2096 hours a year with no vacation, personal days or casual days. Changing this to a full-time position will allow for time off with pay. The other resolution would delete the Assistant Park Director position and replace it with a Park Director position.

Lund asked if camping at the Reforestation Camp will be ready by next October when the Badgers play Notre Dame at Lambeau Field. Kriese said he expects at least part of the campground to be open by late summer. He also noted that in the last two years camping at the Fairgrounds has doubled and each Packer game brings additional campers. In addition, the campground at Bay Shore is full every home Packer game and for other large events in the area.

Landwehr asked about the 4-H fee and what the typical 4-H event at the Fairgrounds is; is it more monthly meetings or larger events. Kriese responded that if 4-H is there it is likely to be something like a horse clipping clinic that takes an hour. If the weather is nice, they typically do it outside and they do clean up after themselves for the most part. If they use a building where staff has to come in, turn the lights on and then close up, the \$50 helps recoup those expenses. Typically some of the larger events are using the north exhibition building which is a large building so the electricity costs are larger. Landwehr asked how this is clarified. He agrees with charging for some of the larger events where the building has to be opened and the lights are on and there is some clean up involved, but for some of the smaller events, when we have a Fair Association that is very supportive of the facility, he would hate to charge for some of the smaller things. Ballard said essentially the groups come to the Committee for a fee waiver anyway and asked if Kriese could make those decisions instead of coming to the Committee. Kriese said there is a resolution in place regarding fee waivers that says if the fee is waived, the group is then required to put in X number of volunteer numbers. Kriese said something like "4-H rental of exhibition buildings" could be added. If they chose to then have a fee waiver, they could still do that through the process. Van Dyck agreed that some clarification would be in order.

Motion made by Supervisor Landwehr, seconded by Supervisor Ballard to add the following language to the 4-H Rental line item (Page 368 of the Budget Book under Fairgrounds): "Inside the Exhibition Building".
Vote taken. MOTION CARRIED UNANIMOUSLY

Ballard questioned increasing the camping fees. Kriese said at this point he recommends keeping the camping fees as they are. Ballard also asked about the fee for online booking and recalled that the \$2 online fee was to pay for the service, but it was also noted when this was started that the online booking would reduce staff hours for the booking process and asked if they were at a point where that fee was no longer necessary. Kriese highly recommended that the \$2 fee continue because it pays for the software system used for the reservations and it is also a convenience feature for those making reservations. Staff is doing less money handling with the reservation system, but at this point he recommends retaining the fee. Ballard asked if Kriese predicts there will be a time when the county is totally online for reservations. Kriese responded they are looking at office efficiencies within the department and part of that is making sure the website is excellent and making sure it is readily accessible for online sales. Landwehr referenced the

automated kiosks for boat landings and questioned why the same system could not be used for the camping or the trail. He would like to see this investigated a little more. Ballard also wanted to be sure that everything on the website is also mobile-friendly. Kriese said they have been working on their website for a long time and the county is currently in the process of updating the websites and things will be easy to purchase online and everything will be mobile-friendly.

Ballard also questioned the increase in the fee for a replacement sticker from \$10 to \$15. Kriese said that is primarily for the boat landing and there has been an increase in people losing their stickers. Ballard suggested this replacement fee be \$20 rather than \$15. Landwehr asked how people are losing their stickers. Kriese said a lot of the newer boats and trailers have a place for a sticker, but Parks recommends people put a piece of stainless steel or plexi-glass on their boat to put the sticker on, but it is not fail proof. Ballard questioned if it would be better to have the replacement sticker cost consistent across the board and Kriese said that it would be.

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to increase the replacement sticker fee under Trails (Page 370 of the Budget Book) from \$10 to \$15. Vote taken. MOTION CARRIED UNANIMOUSLY

- a. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Parks Department Table of Organization. (19-086R).**

Motion made by Supervisor Suennen, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- b. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Parks Department Table of Organization. (19-097R).**

Weininger said the title of this resolution is a little misleading. The resolution does two things: it deletes the Assistant Park Director and creates a Park Director and then it also separates the Parks from NEW Zoo. The Director appointment would go before the Board for approval in December to take effect January 1.

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Ballard, seconded by Supervisor Suennen to approve the Parks budget as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

- 10. Budget Adjustment Request (19-085): Reallocation between two or more departments, regardless of amount.**

This budget adjustment is to request funding for the Pamperin Park flood damage. The insurance deductible is \$250,000 since the park is in a flood plain. It is proposed that flood damage be paid for with the \$7,664 of unallocated environmental impact fees received in 2017 that remain in the General Revenues Fund, \$23,852 of environmental impact fees originally set aside for storm water management at the Brown County Research and Business Park, and a transfer from the General Fund that was originally approved for the Casualty Insurance Fund. Fiscal impact to Parks is \$401,748.

Motion made by Supervisor Ballard, seconded by Supervisor Suennen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Director's Report.**

Kriese informed the rifle range is now open. He also informed the pumpkin walk and Goosebumps on Gravel Pit Road will be taking place this weekend and winter storage at the Fairgrounds will start next week.

Although shown in proper format here, Item 5 was taken at this time.

Library

(4) LIBRARY – REVIEW OF 2020 DEPARTMENT BUDGET.

Library Director Sarah Sugden and Finance Manager Linda Chosa provided a budget handout, a copy of which is attached. Sugden informed the Library provides a lot of bang for the buck and they are proud to represent the community and are mindful when using their resources and they are fiscally responsible with the funds they have. Sugden applauded Chosa for her work on the budget and Chosa then outlined the information contained in the handout.

Landwehr asked what the 2% decrease trend in rates and fees is attributed to. Chosa responded that this is not a trend unique to Brown County; this trend is happening nationwide. There are less library visits overall and e-books also factor in to this because no fees are collected for those. Landwehr asked if there is any talk about charging for e-books. Sugden said the current software that provides access to e-books is not set up to assess a late fee. Landwehr questioned doing something like charging a small annual fee for people who want access to the e-books. Sugden responded that the Library provides information and content in a variety of formats as part of their services which are funded by taxpayer revenue and they hope that continues and they do not get to a point where they have to charge for services like access points. Across the country there is a trend to eliminate user fees and there are a lot of benefits to that. Landwehr said the property tax trend continues to inch up and at some point there is going to be a cap out and noted that we have talked about a lot of other user fees and although he is not talking about doing anything dramatic, at some point something is going to have to give and he encouraged Sugden to brainstorm and try to figure out a demo target. Incorporating a minor charge would help the overall Library budget. Sugden said they will look into it and thanked Landwehr for his suggestion and noted she is aware of the budget restraints and is ever mindful of them.

With regard to the proposed cut of \$15,000 from the collections budget, Ballard asked how that will affect an average user of the Library. Sugden responded that the average user will not be negatively impacted overly much. If the collections budget were to be shaved away over a number of years, the average user would notice that over a few years. Staff will be skimming through the categories of materials in the collections and will order fewer materials in various categories. Ballard asked if the Friends of the Brown County Library supplement any of this. Sugden responded that the Friends are very generous and they are very lucky to have them as supporters. The Friends do contribute a good number of dollars to the Library every year and those dollars are used to cover things that the Library otherwise would not be able to offer. The Friends have not been specifically asked to cover the cut in materials but if the Library feels that is a need, Sugden is confident the Friends would support them. Sugden feels if the collections funds are not eroded further, the Library will be able to continue to grow and educate the public and do what the Library's mission is for the community. She also said with the level of funding they are at, it is important to note that the Library currently is not meeting the state standards for per capita expenditure for materials, staffing levels and other services. They are grateful for the support Brown County provides but at the same time are mindful of the constraints. Ballard asked in what area the Library is most deficient in meeting the standards. Sugden

responded that it would be collections. Ballard questioned why collections is being reduced if that is the most deficient area. Chosa responded that collections is the one area that is not a fixed cost. They cannot reduce fixed costs such as electricity or facility-type expenses, but collections is a variable cost. Sugden said staffing is another variable cost, but reducing staff would reduce services or hours and they will not do that without having good information which they do not have at this time. Sugden does understand there are tough decisions coming up in the coming years and they want to make smart decisions. This year, in order to provide a balanced budget, collections is where they made a reduction.

Van Dyck said in the past the comparison between Brown County Library and other libraries was brought up and it was not just collections that was deficient; it was spending per capita and staffing per capita and Van Dyck informed that Brown County is so far off that the budget would have to be increased by something like \$1 million dollars to get Brown County to be comparable, but that is so far out there. He indicated those statistics can be updated, but it seemed like across the board Brown County was deficient in each area. Sugden noted that the Library is not penalized in any way for not meeting the standards and are not losing any funding by the DPI or anything like that.

Van Dyck noted one of the challenges most people are not aware of is that when talking about materials, it encompasses digital as well as physical materials and it would seem that there would be some cost savings with digital, but the electronic is going to end up costing far more money. Sugden added that the Library is at the mercy of the publishers. The average hardback fiction novel costs about \$15 while an e-book is \$60. Sugden also noted that e-books can only be used a certain number of times or for a certain amount of time before a new one needs to be purchased. At the same time, the number of people using e-books is increasing and this means the dollars really need to be stretched.

With regard to the rent, Landwehr asked if the Library is now receiving rent for the third floor. Sugden responded that there is still about 3200 square feet on the third floor that is not accessible to the public nor is it currently rented out. Landwehr referenced the parking that is now available across the street from the Library and asked if that would make the rental portion of the Library more marketable. Weininger responded that that is part of a larger conversation and noted that the parking lot will likely be sold to a developer so that parking may not be an option.

With regard to rent on the third floor, Van Dyck informed one of the challenges is that there is a tenant up there that currently restricts what else can be done up there. Once that lease is up, there will be more ability to work with the space. There other problem is accessibility of the third floor which should be addressed in a long range plan for the building to make it a more viable space.

Van Dyck referenced Pages 364 – 365 of the Budget Book and noted that the rental fee for the Library auditorium for the full day is \$300 while the Museum's rate for their auditorium is \$215, although it was noted the Museum's auditorium is smaller so that makes sense. For a half day, the Library is at \$150 and the Museum is at \$135. The evening rate of Library auditorium is \$150 while the Museum is at \$250 and Van Dyck feels this is something that should be coordinated better. He also referenced differences in meeting room rates at the Library versus the Museum and feels these should be a little more in sync between the facilities. He feels the rates should be similar for similar facilities. Van Dyck would like to see a comparison of the facilities and then revisit this. He said in almost every case the Museum is at a higher rate than the Library and he feels we should look at increasing the rates at the Library and not reducing rates at the Museum. He asked if the Library Board is able to make an adjustment to the rates at any time. Weininger

responded the he will have to look into this, but under State Statutes fees and rates have to be approved via resolution. He will check to see if there is an exemption for this under the Library section. Van Dyck asked that a line item be added for this at the next Library Board meeting to discuss further.

Motion made by Supervisor Ballard, seconded by Supervisor Suennen to increase the 2020 Library budget for Books, Periodicals and Subscriptions (Page 166 of the Budget Book) by \$5000 and increase the levy by \$5000. Vote taken. Ayes: Van Dyck, Ballard, Suennen Nay: Landwehr. MOTION CARRIED 3 to 1

Van Dyck pointed out we should keep in mind that as the Library collected funds from other counties when the laws changed, that got factored into the revenue stream of the Library which allowed the county to decrease the amount of money they were putting into funding so the tax payers benefited from that process. As those things reverse through no fault of the Library, the same kind of consideration needs to be given that those funds need to be given back. He does not believe it is fair to say now that the Library is not collecting that money, they need to figure out how to get by. Had this never happened, the Library would have had to make significant cuts previously or the county would have had to come up with money years ago.

Motion made by Supervisor Landwehr, seconded by Supervisor Ballard to approve the Library budget as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Library Report/Director's Report.

Sugden provided a written Director's Report, a copy of which is attached.

No action taken.

Museum

(5) MUSEUM - REVIEW OF 2020 DEPARTMENT BUDGET.

Museum Director Beth Lemke introduced Neville Public Museum Governing Board Chair Kevin Kuehn to the Committee. Lemke recalled at the last meeting she was asked where she felt the 2019 year was likely to end financially. She is very comfortable with the the estimate in the Budget Book of \$21,465. As Lemke has indicated previously, there has been a trend very similar to 2015 and they knew there would be a difference in attendance because of the core gallery project and she noted there has not been a similar project in 36 years. The closest comparison was when there were multiple galleries being changed over at the same time in 2015. August financials were very good and Lemke said they are doing everything they can to minimize expenses at the Museum. In addition, the *Holiday Memories* and *Guns and Gowns* exhibits will carry the last quarter. Lemke will continue to keep the Committee advised of where the Museum will land at the end of the year, but reiterated she is comfortable with the number in the budget book.

Van Dyck asked about the estimated public charges of \$112,000 - \$113,000 and asked if it was going to be close. Lemke explained how she calculated the numbers and said they are on trend to hit \$85,000. She noted the public charges are combined so it includes, gate, room rental and photo sales.

Lemke explained when they put together their budget, the department initiatives are the first things they look at and this follows the strategic plan and then follows how they do performance reviews for the department. The big project is the core gallery capital project and that project is on track and on time and they anticipate a June 2020 opening. She referenced the exhibit grids contained in the agenda packet and

noted that the temporary exhibits are still in the course of planning during the core renovation. Staff is doing in-between projects and right now they are working on *Guns and Gowns* and when that is done, they will shift back to working on the core gallery graphic production. The big part for 2020 is all of the art partners and art exhibits in the first part of the year as well as *Amazing Dinosaurs*. When the Museum Foundation funds a rental like that, there is staff that travels with the exhibit, but Neville staff also has to provide support to get the exhibits unloaded. The Museum has worked with the *Amazing Dinosaur* company in the past and the company has actually negotiated a reduced rate to keep the exhibit in Green Bay longer. Lemke projects the first part of 2020 being a little slow, but she did multiple calculations looking at the sweet spots with regard to temporary exhibits and applied some of those calculations to what is expected when there is a brand new core gallery plus *Amazing Dinosaurs* in town. Lemke continued that there has been a slight increase in the Museum Foundation gift for grants and donations and that is because *Amazing Dinosaurs* has a large price tag.

With regard to the digital initiative, as the Museum produces more images online, they are also overtaking a brand new website. They are using the same vendor that the county is using for the new county website. The Museum will have a portion on the county website but will also have their own URL and this will be ready to launch about the same time as the core gallery. They have done a lot of back work on this already and the work will continue into 2020.

Another initiative is their ongoing commitment to the education program and this is tied to a fee increase. The Neville is the least charging cultural institution in the county for youth and school tours. Lemke also noted that they have a scholarship fund so every school that is Title 1 or part of the free or reduced lunch program can apply for a scholarship to completely offset the cost and this encompasses a good portion of the Green Bay Schools. In addition, the Museum works with Green Bay Metro to provide transportation to the Museum at no charge. Lemke is proposing a \$1 increase for the youth fee. They are also proposing a \$1 add on fee. The Foundation wrote a grant and got quite a bit of earth science material which is tied to one of the Museum's core subject matters. This includes a lot of consumable products and the idea of the grant is to start off with education programs for a certain number of classes with the expectation that there would then be funding in place at a later date to refill the supplies. The proposal of the \$1 increase would be to cover those costs.

As the core gallery is finished and opened and the new website is launched, the team then has to shift gears and start analyzing all of the internal core essential documents which will go to the Governing Board first before they come to this Committee. This is tied directly to the Museum's accreditation. The self-study is to be submitted by July 1, 2022 which means the bulk of the work has to be analyzed in 2020 so it can be edited and updated in 2021 to be ready for the submission date. Landwehr asked for more details on this project and if it means the Museum will be inventorying and explaining all their items. Lemke said there are several different pieces that include looking at the mission statement to be sure that it is accurate. They also have a strategic message and cultural statement and they have to double check their institutional code of ethics which is tied to budget and management. They will also need to update the strategic plan and Lemke noted that the core gallery is such a big part of the strategic plan and needs to be included in the long-term strategy. Disaster and emergency preparedness is also a part of the process.

The documentation for this process is all submitted online, but there will still be peers coming to visit the Museum in 2021 to make sure that everything is working and verify all of the processes, similar to what the Zoo goes through in their accreditation process.

Van Dyck questioned the \$1 increase from \$3 to \$4 for off-site youth programs and said he feels the off-site programs should be more than \$4 per child in light of the cost of gas, personnel, etc. Lemke said her preference is not to be going off-site. However, they do get requests for staff to come into the institutions. In order for the staff to go out to a school, the school has to be within the City of Green Bay and should be tied to the afterschool partnerships they built several years ago. It is anticipated that the educator will be so busy in the second half of 2020 that he will not have time to do off-site programming.

Van Dyck also asked what is involved in the Virtual/Distance Learning Educational Program. Lemke explained they have technology at the Museum that allows the educator to remain on-site and broadcast into one or multiple classrooms. A dollar fee was put to that because this is usually very collection intensive and research driven. There is a series of programs and they pull artifacts from storage and move them into a gallery space to allow extra light into the programming. The increase is to offset staff time because it is a labor intensive program. Lemke said they looked at various options for charging for this and it was noted that a per classroom fee seemed to be intimidating to teachers. Van Dyck asked if changing the fee for this from \$1 to \$2 per student would be a big negative and Lemke responded that she did not think that would be a massive disadvantage. Kuehn added that it is important for the Museum to be in schools and they try to come up with fees that make the county and Museum some revenue and he does not think that an extra \$1 is going to be a problem. Kuene also thanked Lemke and her staff for getting back into the Green Bay Public School curriculum because the Museum has been out of that area for a long time.

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to increase the Virtual/Distance Learning Educational Program fee (page 365 of the Budget Book) from \$1.00 to \$2.00 with a maximum of \$50.00 per class. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Ballard, seconded by Supervisor Suennen to approve the Museum budget as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Museum Director's Report.

Lemke informed the receptions for *Guns and Gowns* and *Holiday Memories* will be held jointly on November 21.

Kuehn concluded by thanking the Committee for their work. He also mentioned the Holiday Parade which will be taking place on November 23 and encouraged all to attend.

No action taken.

Other

14. Audit of bills.

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to approve the audit of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Such other matters as authorized by law.

Meeting dates for November and December were discussed. It was decided that the next meeting of this Committee will be held on Monday, December 16 at 5:30 pm in the Northern Building.

16. Adjourn.

Motion made by Supervisor Ballard, seconded by Supervisor Suennen to adjourn at 8:30 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Administrative Coordinator

Therese Giannunzio
Administrative Specialist

Late communication to the Brown County Board of Supervisors October 16, 2019

Communication to change the name of the Brown County boat landing in Suamico WI to La Fave Landing after DNR officer Neil La Fave who was killed in the line of duty by a violator on September 24, 1971 on his 32nd birthday at Sensiba Wildlife Area in Sumico. Niel was a 9 year veteran of the DNR and was survived by his wife Peggy and two young children Nicole and Lonny. This would be an appropriate honor for this man who gave his life in the service of our community.

Tom Lund Supervisor district 25



Municipal Services Center

November 12, 2019

Supervisor John Van Dyck
Brown County Board of Supervisors
305 East Walnut Street
Green Bay, WI 54301

Re: Village of Suamico Resolution # 19013 Requesting the Suamico Boat Landing be Renamed to "La Fave's Landing"

Dear Supervisor Van Dyck:

The Village of Suamico would like to express its support for the renaming of the Suamico Boat Landing to "La Fave's Landing" in honor of former Wisconsin DNR game technician Neil La Fave who was murdered by a violator across the street from the Suamico Boat Landing on September 24, 1971.

The Suamico Village Board unanimously approved Resolution # 19013 on Monday, November 4, 2019. A copy of the resolution has been attached to this letter.

Thank you for considering this long overdue recognition of Mr. La Fave.

Sincerely,

Alex Kaker
Village Administrator

Attachments: VOS Resolution # 19013

cc: Mr. Matt Kriese, ✓
Assistant Brown County Parks Director

RESOLUTION # 19013

A NON-BINDING RESOLUTION REQUESTING THE BROWN COUNTY WISCONSIN BOARD OF SUPERVISORS TO RENAME A PUBLIC PARK IN THE VILLAGE OF SUAMICO

The Board of Trustees of the Village Board of Suamico does resolve as follows:

WHEREAS, The people of the Village of Suamico in Brown County Wisconsin have been fortunate through the years to have been served by those brave and dedicated law enforcement officials who, in their efforts to serve and protect their fellow citizens, daily put their lives on the line carrying out their duties and;

WHEREAS, Officials employed by the Wisconsin DNR are a unique type of law enforcement. They frequently work alone, they frequently work in remote areas, they frequently work with people who are armed; and they often work in their home districts. They are a part of their community in a very positive way and;

WHEREAS, Neil L. La Fave of Suamico, was a Wisconsin DNR game technician with special conservation warden credentials when he was shot and killed by a violator in the Sensiba Wildlife Area across the street of the Suamico Boat Landing in Brown County on September 24, 1971. The nine-year Department veteran had gone to the game preserve to post signs that afternoon but failed to return home in the evening, his 32nd birthday.

WHEREAS, The Wisconsin DNR has lost 7 officers since 1923 with La Fave being the 6th officer to lose his life in the line of duty in the State. When New York Gov. Theodore Roosevelt in 1899 called for "men of courage, resolution and hardihood" to become game protectors, he might well have had a man like La Fave in mind, and;

WHEREAS, It is appropriate that the members of this Village Board join all residents in remembering the life of this courageous officer, devoted family man, and exceptional human being, who gave his life in the furtherance of public safety and welfare; and;

NOW, THEREFORE, BE IT RESOLVED That the Village Board of Suamico joins with citizens and request the Brown County Wisconsin Board of Supervisors rename the Suamico Boat Landing Park to "La Fave's Landing" in honor of Neil L. La Fave.

Adopted the 4th day of November, 2019.


Laura Nelson, Village President

Attest: 
Bonnie Swan, Village Clerk

Vote: Aye 7
 Nay
 Abstain
 Absent

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **September 19, 2019 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, MARISSA MELI, KATHY PLETCHER, DAVID RUNNING, and JOHN VANDER LEEST

EXCUSED: HECTOR RODRIGUEZ

ALSO PRESENT: Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, and Curt Beyler (staff). Brown County Supervisor Paul Ballard, District 15.

CALL TO ORDER President Van Dyck called the meeting to order at 5:15 p.m.

APPROVE/MODIFY AGENDA AND MINUTES. Motion by Vander Leest, seconded by Pletcher, to approve the agenda and minutes. Motion carried.

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC Paul Ballard implore the board to restart the discussion of a new East Branch. He and his family are regular attendees of Book Babies and other programs at East and it is too small and not an appropriate space. He suggested to seriously consider the placement of East so that it serves the folks in the growing communities beyond the east side of Green Bay. East Branch staff does a great job – even with the challenges they face in a small space.

LIBRARY BUSINESS

FINANCIAL MANAGER UPDATE Chosa reported that at the end of August the library was running slightly under budget.

Shawano County will not make payment due in 2019 (\$57,000). Once they decided to become a consolidated library system they determined they did not owe anyone anything. A bill from BCL was already sent. They voted to consolidate in August 2017 and the actual consolidation happened in January, 2018. Van Dyck suggested asking DPI for a legal opinion in writing. The library could potentially challenge this decision. Chosa commented that this shortfall as well as reduced fine revenue, is being absorbed by meeting room rental, parking meter and fax and copy services revenue. Vacancies are a revolving door and are creating salary savings. Because of this, the turnover reduction was reached. Donations are on track.

Chosa provided a recap of the WI Debt Collection (SDC). Corp Counsel reviewed process and approved the library's use of program if desired. There are ways to protect patron information – mainly their social security numbers. The collection methods include using TRIP/tax refund interception (recommended), wage garnishment, and bank account levying. Vander Leest suggests using the full tool otherwise gains will be few. HE noted that everyone is given ample notice and if they ignore the notice, that's when the other options kick in. The Board and the library need to be good stewards in trying to recover the money owed. Chosa thinks initial 30 day letter would be effective and we would collect more than we are. Secondly, the library would likely be the last agency to collect – if it went to the other methods we still might not get much. Van Dyck clarified that this decision is more of a philosophical one. The library could pick and choose what accounts are assigned to the different collection methods. Vander Leest thinks order of payment may be aligned with when they are entered into the system and not necessarily determined by a hierarchy of importance. Running thinks there are innocent circumstances of why bills get to the level of being turned over to a collection agency. Van Dyck thinks that if recipients of the letter ignore it then they have forfeited their option to pay and other efforts should then be instituted (that decision is made by the patron). Vander Leest thinks revenue gained could be substantial and suggested that the Department of Administration be approached as the offsite department to store the protected patron data. Chosa prefers a department that is already using SDC but Vander Leest doesn't think another department would want that responsibility. Library Administration was asked to further consider going beyond TRIP services. Meli is concerned about the concept and asked if financial literacy training be more effective.

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS

Motion by Vander Leest, seconded by Pletcher, to receive and place on file the financial report and July and August, 2019 Gifts, Grants and Donation report as follows:

FACILITIES UPDATE Beyler reported that HVAC project is nearly complete – only the punch list needs to be completed. There have been some flooding issues at Weyers-Hilliard. Maintenance is working on building a swale. It will be cut in next week and seeded. A sidewalk has been installed around the back of the building that naturally helped with the slope of the land. Beyler and Sugden met with a patron who is concerned about some shrubbery at the exit of the Southwest Branch's parking lot. The shrubbery is located on a residential property. Possible solutions include installing a mirror or signage. Vander Leest noted that a city ordinance can order shrubs to be cut if there is a line-of-sight issue. The new Kubota tractor was delivered this week. Facilities staff will get familiar with it before the winter season starts.

PERSONNEL UPDATE Rogers reported that September 13 was the last staff development day of the year. Kathy Pletcher spoke to the staff and gave an overview of the board. Kathy is also the WLA Trustee of the Year (elected for their outstanding contributions to libraries and librarianship)! The day covered collection development; further practice and role play using techniques from Crucial Conversations and the Ryan Dowd Homelessness training; tour of Central Library; to do training on a few Badgerlink databases partners from DPI; and a presentation on cyber security by August Neverman, from Brown County Department of Technical Services. Planning for next year's staff development days will start soon. Molly Senechal was hired as the Kress/Wrightstown Manager, leaving an open Youth Services Librarian position at Central. Recruitment is underway for a Library Associate at the Denmark Branch; the upcoming retirement of a reference librarian (since 1975) in Adult Services at Central opens another position. Also posted is a part-time maintenance worker; interviews are being conducted for the Central Manager and the Safety Officer recruitment will start soon. Rogers followed up with Matt Kreise (BC Parks) on their safety staff person and learned that the library is looking for is a very different position than the Park's. The Park position works overnight and does a significant amount of patrolling parks. Schedules would not be compatible as the library would need the position all the time. Matt share good information on training that the library could also employ. Running asked if other libraries have this position - there are several throughout the county and many models to follow. There is an increasing trend among library to have a safety presence. Vander Leest suggested reaching out to the personnel at the courthouse.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman distributed the September – November events calendar; the Friends Fall newsletter, the 31st annual Local History Series brochure, a BIG Book Sale bookmark (sale is the week of September 23), a printout of library highlights submitted by all locations and presented at the recent Staff Development Day, and a flyer promoting Wisconsin Public Television's premiere screening of a new documentary on bestselling Wisconsin author and humorist Michael Perry. Michael is touring with the documentary and will offer a Q&A session with attendees. Lagerman reminded that National Library card sign up month is underway and the library is offering a chance to win a prize to anyone who applies for a card (new) or refers a friend. The total count of new library cardholders will be available in early October.

DISCUSSION AND POSSIBLE ACTION – SOUTHWEST BRANCH AFTER – HOURS INTERNET CONNECTIVITY Vander Leest has noticed a number of individuals at the Southwest Branch at night. John Vander Leest Sr. has seen activity into and over the night into the morning. Both feel it is evident that they are trying to connect to WiFi as individuals are sitting up against the library. We don't want to create police calls. Connecting to the library's network is possible outside of the physical building. Sugden commented that it is convenient for people that need Internet access after library hours. Being in a neighborhood setting puts the Southwest Branch in a unique situation. Pokémon Go is popular among groups and may have contributed to people gathering at the library since it was part of the programming. The group play function at Southwest was removed from the game. Chosa attended a meeting of the Marquette Neighborhood Association (they hold their monthly meetings at the branch) and they reported that they have not received complaints. The branch is actually in the Olde Norwood Neighborhood but that association is currently inactive per the city's website. Sarah suggested that the seating and privacy is contributing to the situation. The benches will be put away and the picnic tables removed. No loitering signs will be posted. Electrical outlets will be turned off. The library really wants to be a good neighbor. DoTS has been asked about shutting Internet access off. Vander Leest is concerned about the reputation of the library. The option to turn off Internet access afterhours will be investigated and further discussed at the October board meeting. Van Dyck commented that if the library provides provide 24/7 service then we have responsibility to police it. He suggested installing ring cameras as they are inexpensive and offer unlimited recording and storage up to 30 days. (Ring.com)

Van Dyck suspended the meeting at 6:30pm to allow the board to attend the Navajo Code talker presentation in the auditorium.

The meeting reconvened at 6:45 pm.

DISCUSSION AND POSSIBLE ACTION – VOTER REGISTRATION EVENTS There is some opposition to the affiliates of the organization. There could be better ways to go about registering members of the community. The board would feel better about not being connected to any particular group. Municipalities would likely be happy to assist. Make it a function of Adult Services 3-6 months before an election.

Motion by Jacobson, seconded by Aubinger, to suspend COVO or other organization's efforts to use the library's facilities for voter registration purposes effective December 31, 2019. Use of meeting rooms for this purpose is allowable. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION – BOARD BY-LAWS UPDATE REGARDING VIRTUAL ATTENDANCE Per NFLS, virtual attendance is not a good substitute for attending in person. Per Corp Counsel, if meetings are open, then the public would have to be able to attend remotely. Things to consider include technology failures and jeopardizing a quorum. What happens when technology fails – could jeopardize quorum. **Motion** by Vander Leest. Seconded by Running, to receive and place on file. **Motion carried.**

UPDATE ON SHAWANO COUNTY OUT-OF-COUNTY PAYMENT Covered under Finance Manager Report.

OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session
A closed session was not required. No action was taken.

PRESIDENT'S REPORT Van Dyck reported that there was an available property near Target. That landlord found a new tenant before there was a chance to tour. There have been no other leads. Regarding the east side, there has been back and forth dialogue with the YMCA. They are interested in space in a building in exchange for land. This could result in a long-term simple lease. Running, Pletcher, Van Dyck and Sugden are scheduled to meet to make a plan and formulate ideas for moving forward on locations for relocating the East and Ashwaubenon branches. This will be presented to the Board in October for vote to put into motion. It is time to take action and get in front of other percolating ideas. Eric Pritzl (Director of Health and Human Services) is in need of additional space for his department and is interested in the vacant space of the Central Library's third floor. Sugden would seek an opinion from the board for an appropriate lease rate per square foot. Copies of the current tenant's lease were distributed. It would be used for Criminal Justice services (intake, testing and counseling services). The library could be a useful resource for clientele. The Board approved the Director to continue discussions with HHS. It's a county-run program – funds may be restricted by current budget. Van Dyck suggested further investigation as this could be a good solution for use of space that isn't highly usable.

LIBRARY DIRECTOR'S REPORT No report.

OTHER BUSINESS Vander Leest asked about forming a board committee to help with the Safety Manager recruitment and screening. Rogers' concern is the role of the Board in hiring library staff (traditionally only hire director). Van Dyck defers to Sugden to decide if a board member or another party can be part of this process. Risk Management is coordinating active shooter training. The Library has done this in the past.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT **Motion** by Running, seconded by Pletcher, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:52 pm.

NEXT REGULAR MEETING:

October 17, 2019

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman
Recording Secretary

2

Brown County Library
Gifts, Grants & Donations Report
July 2019

Gifts & Donations

| | | | |
|-----------|----------------------------------|------------------|-----------------|
| 7/3/2019 | Wrightstown Lions Club | 500.00 | WR Branch |
| 7/3/2019 | United Way Jeans Day Collections | 89.00 | For United Way |
| 7/10/2019 | P. McCabe | 17.75 | LHG |
| 7/24/2019 | P. Farah | 25.00 | Central General |
| 7/31/2019 | Coco's Urban Cottage | 21.26 | General |
| 7/1/2019 | Ashwaubenon | 65.50 | Donation Box |
| 7/1/2019 | Bookmobile | 5.05 | Donation Box |
| 7/1/2019 | Denmark | - | Donation Box |
| 7/1/2019 | East | 58.70 | Donation Box |
| 7/1/2019 | Weyers/Hilliard | 36.00 | Donation Box |
| 7/1/2019 | Customer Service | 23.70 | Donation Box |
| 7/1/2019 | Kress | 54.52 | Donation Box |
| 7/1/2019 | Pulaski | 10.30 | Donation Box |
| 7/1/2019 | Southwest | 13.82 | Donation Box |
| 7/1/2019 | Wrightstown | | Donation Box |
| | Total Donations | \$ 920.60 | |

Federal & State Grants

| | | | |
|----------|----------------------------------|---------------------|-----------------------------------|
| 07/10/19 | Nicolet Federated Library System | 6,562.50 | Collection Development (2/4 pymt) |
| 07/10/19 | Nicolet Federated Library System | 4,336.80 | Ancestry RLS |
| 07/10/19 | Nicolet Federated Library System | 3,000.00 | Continuing Education |
| 07/10/19 | Nicolet Federated Library System | 32,500.00 | Technology |
| | Total Grants | \$ 46,399.30 | |

Brown County Library
Gifts, Grants & Donations Report
August 2019

Gifts & Donations

| | | | |
|----------|-------------------------------------|--------------------|---------------------------|
| 08/14/19 | P. McCabe | 100.00 | LHG Collection |
| 08/21/09 | J. Stangel | 10.00 | LHG Collection |
| 08/28/19 | G. Reschke | 175.00 | WH in Memorial J. Reschke |
| 08/28/19 | Friends of the Brown County Library | 2,950.00 | Marketing Supplies |
| 08/01/19 | Ashwaubenon | 26.10 | Donation Box |
| 08/01/19 | Bookmobile | 3.00 | Donation Box |
| 08/01/19 | East | | Donation Box |
| 08/01/19 | Denmark | | Donation Box |
| 08/01/19 | Weyers/Hilliard | 36.00 | Donation Box |
| 08/01/19 | Customer Service | 21.75 | Donation Box |
| 08/01/19 | Kress | | Donation Box |
| 08/01/19 | Pulaski | 11.40 | Donation Box |
| 08/01/19 | Southwest | 20.00 | Donation Box |
| 08/01/19 | Wrightstown | | Donation Box |
| | Total Donations | \$ 3,353.25 | |

Federal & State Grants

| | | | |
|----------|----------------------------------|--------------------|----------|
| 8/1/2019 | Nicolet Federated Library System | \$ 6,000.00 | Delivery |
| | Total Grants | \$ 6,000.00 | |

Motion carried.



PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, October 14, 2019 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Erik Hoyer, Sandy Juno, and Paul Ballard
ALSO PRESENT: Kevin Cullen and Beth Kowalski Lemke
EXCUSED: Bernie Erickson, Kasha Huntowski, Kramer Rock, Alex Renard

CALL MEETING TO ORDER

1. Chair Kuehn called the meeting to order at 4:37PM.
2. **APPROVE/MODIFY AGENDA**
Motion made by Erik Hoyer and seconded by Sandy Juno to approve the agenda.
3. **Museum Director Report.** Museum Director Lemke reported that the department's budget meeting with Education and Recreation Oversight Committee budget meeting would be October 15, 2019. She reported following the same process in notifying County Supervisors about the department's budget as in years past. Museum Director Lemke informed the Board that she was pleased with less expense and more revenue for the month of August. The "Come Back" pass promotion has started.

Museum Director Lemke shared that the Core Gallery Capital Project is on schedule. The first delivery of custom cabinets will occur October 28, 2019 followed by a second round of delivery and installation November 11, 2019.

Museum Director Lemke reminded the Board that Associated Bank has gifted the Neville Public Museum "Loggers." Renco Machine Company, Inc. has a date set for installation weather dependent. Director Lemke will coordinate the installation with Renco Machine, Inc. and the ribbon cutting with Deputy Executive Flynt and Foundation Director Huntowski.

Museum Director Lemke invited the Board to an Award Presentation on October 15, 2019. The Neville Public Museum of Brown County in Green Bay, Wisconsin received the 2019 Museum Exhibit Award from the Wisconsin Historical Society for its 2018-2019 exhibition *Delay of Game: Experiences of African American Football Players in Titletown*. This award category recognizes institutions with an annual operating budget exceeding \$50,000.

She also shared the dates of October 26, 2019 (public opening of *Guns & Gowns: 200 Years of Fashion and Firearms*) and November 21, 2019 Member reception for *Holiday Memoires*. Additionally, she stated that *Our Brown County* exhibit panels were delivered to the Airport and the Museum Team would be assembling them in November for display to a new audience. Discussion ensued, no action taken.

4. Such other matters as authorized by law:
The Neville Public Museum seeks an outgoing, reliable individual to join our Guest Services department. This individual will be responsible for greeting visitors to the Museum, selling admission tickets and memberships, as well as providing information on programs, events, and general information.
Hours, Pay and How to Apply

Part-time, 10 to 15 hours per week, based on availability. \$9.00/hour and no benefits.
Please send cover letter and resume to
Jack Johnston jackj@premiersolutionsgrp.net
Premier Solutions Group, LLC
(262) 498-2742

Museum Director Lemke informed the Board that she might receive a written request about an artifact donated in 1986. She shared that if she did receive a written request that it would be coming fourth at the available Board meeting for review, recommendation and possible action.

The next scheduled meeting of the Neville Public Museum Governing Board will be November 11, 2019, at 4:30pm. **2019 meetings dates are as follows:** December 9, 2019
2020 meeting dates are as follows: January 13, 2020, February 10, 2020, March 9, 2020 (Vice Chair runs meeting), April 13, 2020 (Vice Chair runs meeting), May 11, 2020, July 13, 2020, August 10, 2020, September 14, 2020, October 12, 2020, November 9, 2020, and December 14, 2020.

Discussion ensued, No action taken.

5. Adjournment. Chair Kuehn, called the meeting to an end at 5:06PM. Motion made by Paul Ballard and seconded by Erik Hoyer to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

NEVILLE PUBLIC MUSEUM

OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, November 11, 2019 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Erik Hoyer, Sandy Juno, Bernie Erickson, and Kramer Rock
ALSO PRESENT: Kevin Cullen, Kasha Huntowski, and Beth Kowalski Lemke
EXCUSED: Paul Ballard, Alex Renard

CALL MEETING TO ORDER

1. Chair Kuehn called the meeting to order at 4:32PM.
2. **APPROVE/MODIFY AGENDA**
Motion made by Bernie Erickson and seconded by Erik Hoyer to approve the agenda.
3. **Museum Director Report.** Museum Director Lemke reported that the department's 2020 budget passed. She shared her thoughts on how 2019 would end and that she was monitoring all expenses and revenues and would share another update in December. Museum Director Lemke informed the Board on the graphic rebrand and the installation schedule of "Holiday Memoires of Downtown Green Bay." She reminded the Board to RSVP for the reception and she shared that the last outdoor outreach event for the season would be the Downtown Green Bay Holiday Parade.

Museum Director Lemke provided a status update on the Core Gallery Capital Project schedule. She mentioned the work involved with the project management. She stated how thankful she was for the Museum Staff expertise and assistance in the project. She also mentioned the complexities in communication with the General Contractor due to their staffing structure. She shared how pleased she was with the subcontractors work. The meeting adjourned in the Board Room and a field trip into the gallery took place for Board Members to meet Taylor Studios staff who were working on the Escarpment Wall. Board Members were generally pleased with the overall look and design and the only concern was the deck paint and seeing roller marks with just work lights and not the intended gallery fixtures.

Much discussion ensued; response was requested from the Director to the General Contractor regarding desk paint and final coating.

4. Such other matters as authorized by law:
The next scheduled meeting of the Neville Public Museum Governing Board will be **December 9, 2019, at 4:30pm.**
2020 meeting dates are as follows: January 13, 2020, February 10, 2020, March 9, 2020 (Vice Chair runs meeting), April 13, 2020 (Vice Chair runs meeting), May 11, 2020, July 13, 2020, August 10, 2020, September 14, 2020, October 12, 2020, November 9, 2020, and December 14, 2020.
Discussion ensued, no action taken.
5. **Adjournment.** Chair Kuehn, called the meeting to an end at 4:40PM. Motion made by Erik Hoyer and seconded by Sandy Juno to approve. Vote taken. **MOTION APPROVED UNANIMOUSLY.**

Brown County
Golf Course
Budget Status Report

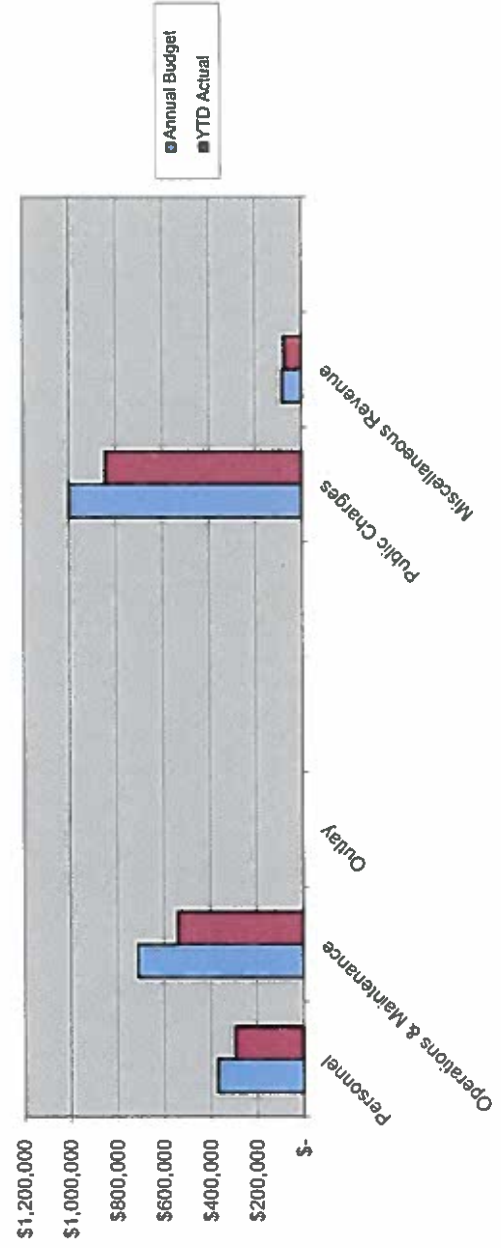
10/31/2019

| | Annual Budget | YTD Budget | YTD % |
|---|---------------|---------------|-------|
| Personnel | \$ 369,403 | \$ 291,570 | 79% |
| Operations & Maintenance | \$ 709,499 | \$ 541,323 | 76% |
| Outlay | \$ - | \$ - | 0% |
| Public Charges | \$ 1,001,100 | \$ 844,907 | 84% |
| Miscellaneous Revenue | \$ 80,497 | \$ 74,898 | 93% |
| Public Charges consists of the following | | | |
| Green Fees | \$ 675,000.00 | \$ 576,753.00 | 85% |
| Cart Fees | \$ 230,000.00 | \$ 190,886.00 | 83% |
| Concessions | \$ 95,000.00 | \$ 77,268.00 | 81% |

HIGHLIGHTS:

The Golf Course is a seasonal operation that operates April through November. All expenses and revenues are well within budgeted amounts.

Golf Course Budget Analysis October 31, 2019



Museum

Budget Status Report October 2019 "Unaudited"

Prepared for presentation at the November 2019 Ed & Rec

| | Adopted Budget | YTD Actual | YTD Percentage | Comments: |
|---|----------------|------------|----------------|-----------|
| Property Taxes | \$ 1,016,133 | \$ 846,778 | 83.3% | |
| Intergov Revenue | \$ - | \$ - | #DIV/0! | |
| Public Charges | \$ 129,050 | \$ 81,347 | 63.0% | |
| Miscellaneous/ Donation Revenue | \$ 83,250 | \$ 41,661 | 50.0% | |
| Other Financing Sources *budget amendir | \$ 22,752 | \$ 22,752 | 100.0% | |
| Personnel Costs | \$ 639,531 | \$ 528,506 | 82.6% | |
| Operating Expenses | \$ 588,902 | \$ 459,849 | 78.1% | |
| Outlay | \$ - | \$ - | #DIV/0! | |

Comments:

Public Charges: include gate, photo sales, vending and room rental.

Other Financing:

Miscellaneous Revenue: includes NPMF funds for exhibits and programs.

NPMF uses Intra-county expense Copy Center

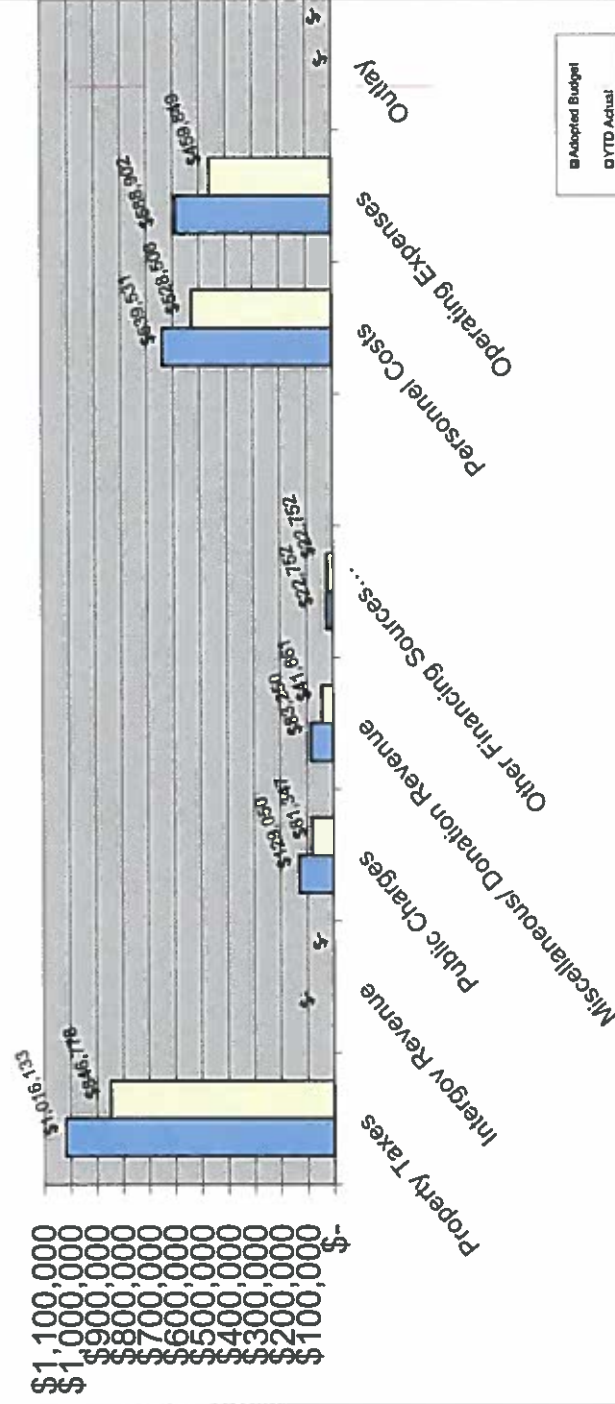
[charge back amounts are deposited in Miscellaneous Revenue line

Intergov Revenue: None in 2019

Operating Expenses: \$14,025.97encumbered for security, \$3640.00 encumbered for advertising

Personal Costs:

Museum - October 31, 2019



5

~Parks General Fund~ Budget Status Report

10/31/2019 - "Unaudited"

| | Amended Budget | YTD Actual | Percent of Budget |
|---|----------------|------------|-------------------|
| Expenses | | | |
| Personnel Costs | \$ 1,178,540 | 936,215 | 79% |
| Operating Expenses (includes Pump flood exp.) | \$ 1,207,192 | 990,962 | 82% |
| Outlay | \$ 268,016 | 212,352 | 79% |
| Revenues | | | |
| Property Taxes | \$ 1,013,322 | 844,435 | 83% |
| Intergov Revenue | \$ 106,028 | 81,049 | 76% |
| Public Charges | \$ 786,100 | 804,394 | 102% |
| Miscellaneous/Donation Revenue | \$ 168,098 | 11,439 | 7% |
| Other Financing Sources *acct transfers/ carry over | \$ 580,200 | 401,642 | 69% |

Comments:

Public Charges: include rifle range, environmental education, camping, concessions, dog park passes, bike & horse passes, shelter & building rentals.

Intergov Revenue: include grants

Miscellaneous Revenue: include equipment disposal, donations, sponsorships, other revenue

Other Financing Sources: include carryover, transfer in from other park accounts

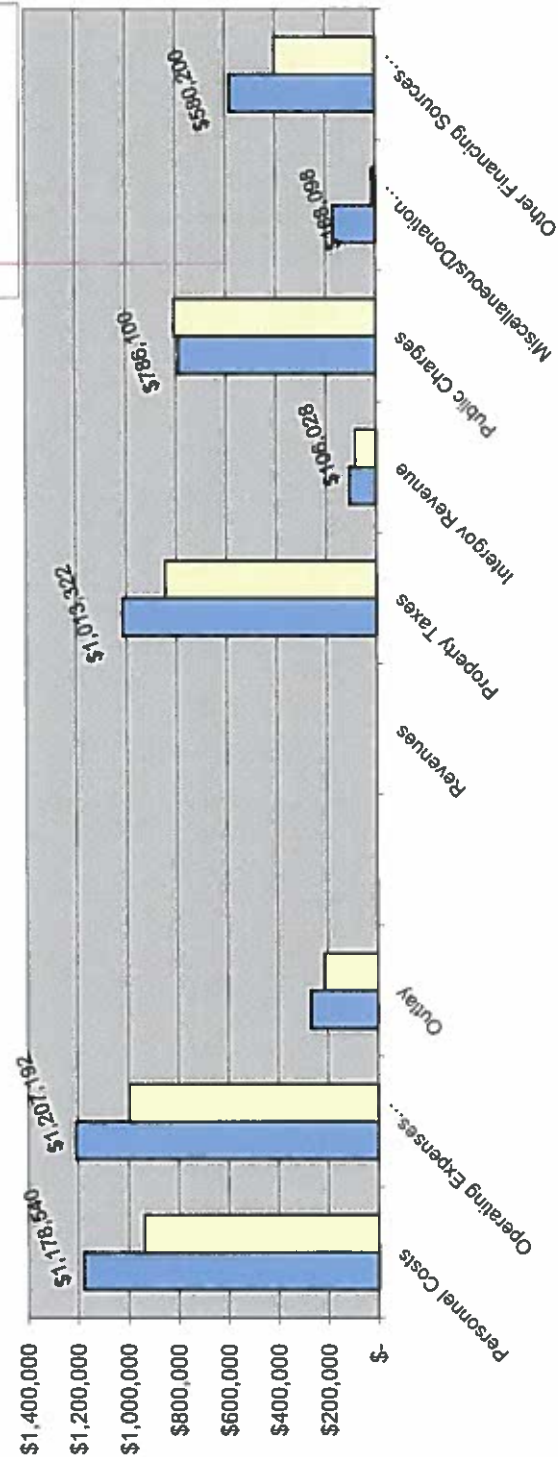
2019 Overall Park Budget (general fund, park donations, boat landing, land and building acquisition, rails to trails, park improvement projects):

Revenue YTD:

\$2,360,829 Expenses

\$2,384,001 Revenue

General Fund - Parks, October 2019



Brown County NEW Zoo
Budget Status Report (Unaudited)
10/31/2019

2019

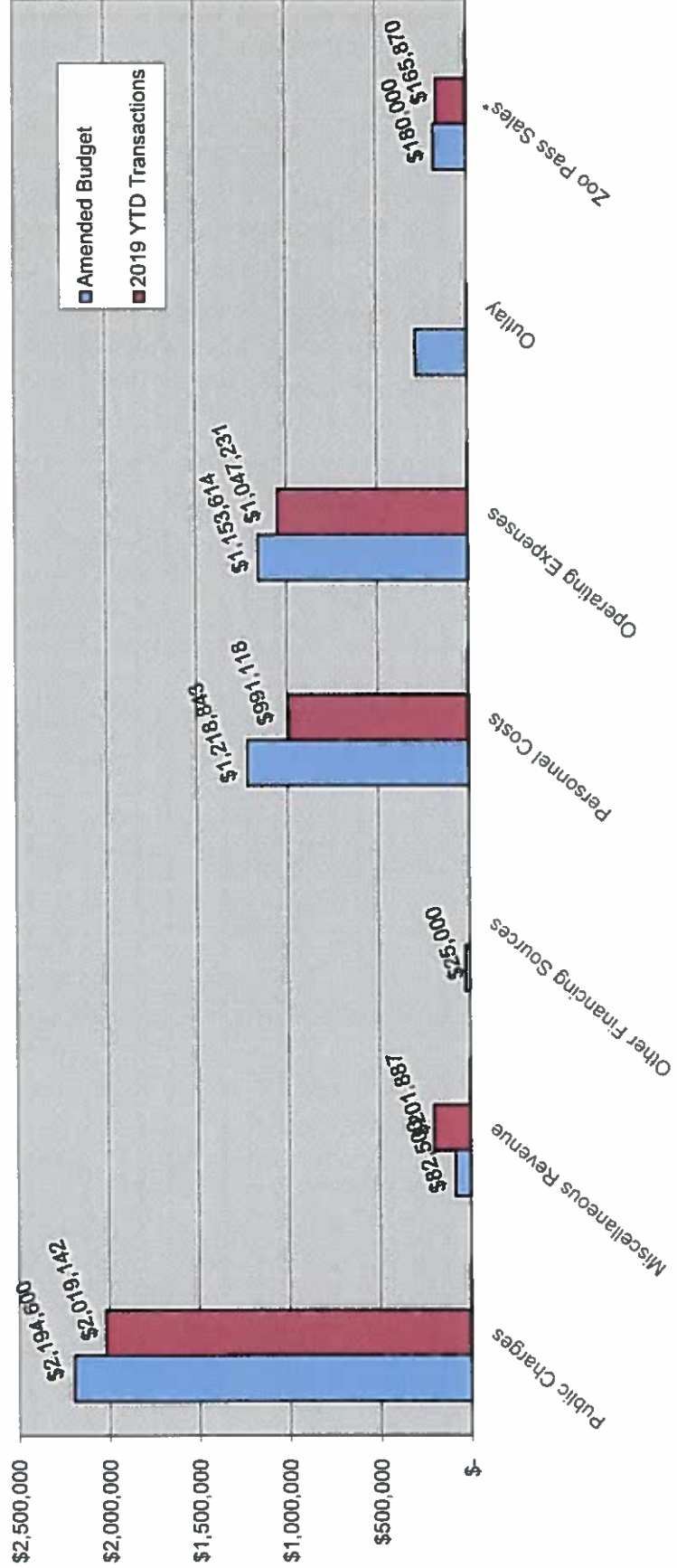
| | Amended Budget | 2019 YTD Transactions | Percent of Budget | 2018 YTD Transactions | 2017 YTD Transactions | 2016 YTD Transactions |
|-------------------------|----------------|-----------------------|-------------------|-----------------------|-----------------------|-----------------------|
| Public Charges | \$2,194,600 | \$2,019,142 | 92% | \$1,951,427 | \$2,097,581 | \$1,626,204 |
| Miscellaneous Revenue | \$82,500 | \$201,887 | 245% | \$37,891 | \$65,951 | \$27,060 |
| Other Financing Sources | \$25,000 | - | 0% | - | - | - |
| Personnel Costs | \$1,218,843 | \$991,118 | 81% | \$958,533 | \$848,894 | \$818,755 |
| Operating Expenses | \$1,153,614 | \$1,047,231 | 91% | \$928,539 | \$936,104 | \$951,757 |
| Outlay | \$282,100 | \$2,497 | | \$- | \$- | \$- |
| Zoo Pass Sales* | \$180,000 | \$165,870 | 92% | \$169,546 | \$165,755 | \$133,180 |
| Zoo Attendance | | \$202,427 | | \$202,893 | \$220,608 | \$217,993 |

Revenues: Public charges up from 2018. Attendance numbers are down slightly from 2018.

Expenses: Personnel costs and operating costs slightly above 2018. Several projects completed and AZA accreditation related items completed as well.

*Zoo Pass Sales have been included in Public Charges ~ used for comparison only

NEW Zoo 10/31/2019



GOLF COURSE FINANCIAL STATISTICS
For OCTOBER, 2019



GOLF COURSE REVENUE:

| | OCTOBER ROUNDS | OCTOBER REVENUE | YEAR TO DATE ROUNDS | YEAR TO DATE REVENUE |
|------|-------------------|-----------------|------------------------|----------------------|
| 2019 | 1,065 | \$ 18,334.00 | 26449* | \$ 811,669.50 |
| 2018 | 1,294 | \$ 24,140.00 | 29294** | \$ 904,395.53 |
| 2017 | 2,218 | \$ 49,844.50 | 32054*** | \$ 913,816.56 |

**TOTAL SEASON PASS
REVENUE**

| | | |
|------|----|------------|
| 2019 | \$ | 121,950.00 |
| 2018 | \$ | 123,845.00 |
| 2017 | \$ | 129,702.40 |

PRO-SHOP SHARED REVENUE (CARTS):

| | OCTOBER COUNTY SHARE | YEAR TO DATE COUNTY SHARE |
|------|-------------------------|------------------------------|
| 2019 | \$ 4,135.50 | \$ 145,381.10 |
| 2018 | \$ 6,280.60 | \$ 169,277.50 |
| 2017 | \$ 11,233.40 | \$ 174,953.50 |

SAFARI STEAKHOUSE SHARED REVENUE:

| | OCTOBER COUNTY SHARE | YEAR TO DATE COUNTY SHARE |
|------|-------------------------|------------------------------|
| 2019 | \$ 10,186.11 | \$ 77,267.55 |
| 2018 | 9,929.00 | \$ 79,937.14 |
| 2017 | 10,519.88 | \$ 80,864.21 |

P&L YEAR TO DATE

| | | |
|------|----|--------------|
| 2019 | \$ | 919,804.87 |
| 2018 | \$ | 1,003,607.39 |
| 2017 | \$ | 1,040,856.58 |

Golf Course Opening Day

2019 *April 20th

2018 **April 30th

2017 ***April 10th

*Wettest year on record

**2nd wettest year on record

ZOO MONTHLY ACTIVITY REPORT

For December 2019

Agenda items:

- I. Zoo Director Report**
 - Curator Report**
 - Operations Report**
 - Education/Volunteer Report**
 - Adventure Park Report**
 - Maintenance Report**
 - Director additional updates**

Animal Collection Report October/November 2019

A young male pronghorn arrived from ZooAmerica in Hershey, PA on 10/7/19. Pronghorn are a unique animal found only in North America. Although their scientific name translates to "goat antelope", they are neither. They are the single surviving member of the Antilocapridae family. Pronghorn are the only animal in the world with branched horns and the only animal in the world that sheds its horns (much like deer shed antlers). Historically, huge numbers of both bison and pronghorn roamed the plains of Western and Central North America. Both species played important roles in the cultures of indigenous people. Both species also suffered steep declines as pioneers moved west during the 19th Century. The NEW Zoo is working with the Badlands National Park through America's Keystone Wildlife Zoo/Park Partnership Program to help conserve species impacted by Westward Expansion and the early fur trade. Our new resident, Thistle the Pronghorn, is one of many animals at the zoo who represent the wildlife that inhabit Badlands National Park (we also display bison, black-footed ferrets, burrowing owls, black-tailed prairie dogs, etc). The partnership provides a direct link between the zoo as a conservation organization and the wild landscapes of the park.

Our partnership with Chuck Yanke, a generous conservation minded private pilot, resulted in very low stress (and quick) transports for several animals to/from other AZA Zoos. A young blue duiker born here last year was flown to Dallas Zoo on 10/16/19. Brookfield Zoo in Chicago had a klipspringer scheduled to move to Dallas in the same timeframe so we contacted them with the offer of a free flight. They were, of course, grateful for the opportunity. Mr. Yanke also transported a cougar from the NEW Zoo to her new home at the Albuquerque BioPark Zoo on 11/12/19. The Curator was able to accompany the cat on this flight to help calm her during the flight and to meet with her new caretakers. Again, we extended an offer to another zoo to take advantage of this transport option. The Milwaukee Zoo sent a tayra along for a quick stop in Abilene, TX where Abilene Zoo staff exchanged boxed lunches for the crew and passengers for low stress, no cost animal transport.

Nigel the giraffe arrived from the Erie Zoo in a specialized trailer on 10/28/19. He was monitored constantly during the transport via camera feed from the trailer. Prior to the move, Zookeeper Shannon Scanlan spent several days at the Erie Zoo to meet Nigel and the people who know him best. Working with Nigel and his Keepers gave Shannon the opportunity to get to know him and to understand his routine. She also volunteered to sleep in the giraffe barn to keep an eye on him on his first night in his new home. Nigel is adjusting well to life at the NEW Zoo and quickly made friends with resident female Zuri. The two are doing very well together. Nigel's presence has calmed Zuri who had been quick to startle during the brief period she was living alone.

The four trumpeter swan cygnets hatched this year were donated to the Iowa DNR Trumpeter Swan Restoration Program on 10/30/19. The NEW Zoo has been participating in this program for many years to provide young birds for release into the wild. The Zoo raised swans will spend the winter in a pre-release site where they will begin the process of adapting to life in the wild. In the spring, Zoo staff travel to Iowa to assist with a public education/ swan release event. Many trumpeter swans hatched and raised at the NEW Zoo are successfully living and breeding in the wild. This is an example of how AZA Zoos have a significant conservation impact on wild populations of endangered animals.

Two African penguins hatched at the NEW Zoo in November. Cari and Lenny happily complied with SSP breeding recommendations to produce eggs. Although Cari is an experienced mother, Lenny is a new parent. He was anxious to assist with egg care but had a bit of trouble keeping track of the first egg. When the pair came up with a second egg, staff decided to have another pair act as foster parents for one of the two eggs. Gilligan and Doodle did not receive a SSP breeding recommendation this year (they raised two chicks last year) but seemed anxious to be parents again. Gilligan had been satisfying his parenting instincts by incubating a rock. He was happy to exchange it for the foster egg. Both sets of parents did a great job of incubating and are off to a good start with the resulting chicks.

The NEW Zoo penguin population increased further with the addition of four African penguins from the Greensboro Science Center in North Carolina. The birds arrived on 11/19/19 following a recommendation from the African Penguin SSP. The two bonded pairs (Pikkewyn and his mate Brenton and Apollo and his mate TAG) are currently spending a quarantine period in the Cornerstone Animal Hospital and will join the flock soon. We now have a total of 18 penguins at the zoo.

**NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2019
REPORT
2017, 2018, 2019
ATTENDANCE**

| MONTH | 2017 | 2018 | 2019 | Change (-) / + |
|--------------|----------------|----------------|----------------|-------------------|
| January | 1,412 | 2,526 | 1,576 | (950) |
| February | 7,282 | 2,042 | 698 | (1,343) |
| March | 3,943 | 10,448 | 7,933 | (2,515) |
| April | 23,529 | 10,890 | 15,348 | 4,458 |
| May | 31,401 | 31,792 | 30,473 | (1,319) |
| June | 35,271 | 37,423 | 35,124 | (2,299) |
| July | 40,467 | 37,871 | 34,770 | (3,101) |
| August | 35,535 | 35,093 | 41,989 | 6,896 |
| September | 19,646 | 17,574 | 15,916 | (1,658) |
| October | 22,122 | 17,234 | 18,599 | 1,365 |
| November | 2,009 | 1,987 | | |
| December | 1,165 | 1,639 | | |
| TOTAL | 223,782 | 206,519 | 202,427 | (466) |

ADMISSION & DONATIONS

| MONTH | 2017 | 2017 | 2018 | 2018 | 2019 | 2019 | Change (-) / + | 2017 | 2018 | 2019 |
|--------------|------------------------|--------------------|------------------------|----------------|------------------------|-------------|---------------------|---------------|----------------|----------------|
| | | DONATION | ADMISSIONS | DONATION | ADMISSIONS | | | PER | PER | PER |
| January | 3,901.50 | - | 4,993.00 | 0.07 | 3,324.00 | | (1,269.07) | \$2.76 | \$ 1.82 | \$ 2.11 |
| February | 15,627.50 | - | 3,730.50 | - | 1,417.50 | | (2,313.00) | \$2.15 | \$ 1.83 | \$ 2.03 |
| March | 17,386.50 | - | 37,200.50 | - | 30,125.50 | | (7,075.00) | \$4.41 | \$ 3.56 | \$ 3.80 |
| April | 104,286.00 | - | 44,592.00 | - | 48,067.50 | | 3,475.50 | \$4.43 | \$ 4.09 | \$ 3.13 |
| May | 164,889.50 | 3.27 | 156,442.50 | | 154,249.50 | | (2,193.00) | \$5.25 | \$ 4.82 | \$ 5.06 |
| June | 196,164.50 | - | 194,136.00 | 4.13 | 186,410.50 | | (7,728.63) | \$5.56 | \$ 5.19 | \$ 5.31 |
| July | 231,924.50 | - | 205,262.00 | - | 187,002.00 | | (18,260.00) | \$5.73 | \$ 5.42 | \$ 5.38 |
| August | 188,581.50 | 845.53 | 180,406.00 | - | 223,355.50 | | 42,949.50 | \$5.33 | \$ 5.14 | \$ 5.32 |
| September | 99,180.50 | 8.75 | 85,926.00 | - | 79,540.50 | | (6,385.50) | \$5.05 | \$ 4.89 | \$ 5.00 |
| October | 136,815.96 | 215.00 | 111,354.00 | - | 123,811.75 | | 12,457.75 | \$6.19 | \$ 6.46 | \$ 6.66 |
| November | 26,490.00 | 75.00 | 8,888.00 | | | | | \$13.22 | \$ 4.46 | |
| December | 24,499.75 | 179.00 | 11,013.00 | - | | | | \$21.18 | \$ 6.72 | |
| TOTAL | \$ 1,209,747.71 | \$ 1,327.55 | \$ 1,043,523.50 | \$ 4.20 | \$ 1,037,304.25 | \$ - | \$ 13,657.55 | \$5.41 | \$ 5.05 | \$ 6.12 |

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE
2019 REPORT
2017, 2018, 2019**

| | | | | | 2017 | 2018 | 2019 |
|--------------|----------------------|----------------------|----------------------|---------------------|---------------|-------------|-------------|
| | | | | | PER | PER | PER |
| Paws & Claws | | | | | CAP | CAP | CAP |
| Gift Shop | 2017 | 2018 | 2019 | (-) / + | | | |
| January | \$ 1,105.08 | \$ 1,932.05 | \$ 948.42 | \$ (983.63) | 0.78 | 0.76 | 0.60 |
| February | \$ 8,108.16 | \$ 2,539.48 | \$ 1,374.83 | \$ (1,164.65) | 1.11 | 1.24 | 1.97 |
| March | \$ 7,415.33 | \$ 15,398.22 | \$ 15,138.84 | \$ (259.38) | 1.88 | 1.47 | 1.91 |
| April | \$ 32,514.62 | \$ 15,216.25 | \$ 21,609.16 | \$ 6,392.91 | 1.38 | 1.40 | 1.41 |
| May | \$ 48,797.36 | \$ 52,610.55 | \$ 51,154.75 | \$ (1,455.80) | 1.55 | 1.65 | 1.68 |
| June | \$ 55,368.34 | \$ 59,934.64 | \$ 62,712.48 | \$ 2,777.82 | 1.57 | 1.60 | 1.79 |
| July | \$ 67,849.58 | \$ 65,425.96 | \$ 63,298.29 | \$ (2,127.67) | 1.68 | 1.73 | 1.82 |
| August | \$ 47,789.78 | \$ 58,327.57 | \$ 73,219.12 | \$ 14,891.55 | 1.34 | 1.68 | 1.74 |
| September | \$ 20,622.79 | \$ 22,231.84 | \$ 15,229.69 | \$ (7,002.15) | 1.05 | 1.27 | 0.96 |
| October | \$ 11,577.67 | \$ 7,528.17 | \$ 6,926.94 | \$ (599.23) | 0.52 | 0.44 | 0.37 |
| November | \$ 2,439.81 | \$ 2,307.09 | | | 1.21 | 1.16 | |
| December | \$ 2,156.64 | \$ 1,426.11 | | | 1.85 | 0.87 | |
| TOTAL | \$ 305,745.12 | \$ 304,875.93 | \$ 311,612.50 | \$ 10,469.77 | \$1.37 | 1.48 | 1.54 |

| | | | | | 2017 | 2018 | 2019 |
|-----------------|----------------------|----------------------|----------------------|-----------------------|---------------|-------------|-------------|
| | | | | | PER | PER | PER |
| Mayan | | | | | CAP | CAP | CAP |
| Taste of Tropic | 2017 | 2018 | 2019 | (-) / + | | | |
| January | \$ 803.84 | \$ 2,349.89 | \$ 1,424.21 | \$ (925.68) | \$0.57 | 0.93 | 0.90 |
| February | \$ 4,898.08 | \$ 1,910.88 | \$ 949.60 | \$ (961.28) | \$0.67 | 0.94 | 1.36 |
| March | \$ 4,758.52 | \$ 10,341.30 | \$ 8,230.83 | \$ (2,110.47) | \$1.21 | 0.99 | 1.04 |
| April | \$ 24,776.09 | \$ 11,498.37 | \$ 13,330.69 | \$ 1,832.32 | \$1.05 | 1.06 | 0.87 |
| May | \$ 31,093.45 | \$ 34,977.34 | \$ 33,273.87 | \$ (1,703.47) | \$0.99 | 1.10 | 1.09 |
| June | \$ 45,594.55 | \$ 47,927.37 | \$ 41,388.23 | \$ (6,539.14) | \$1.29 | 1.28 | 1.18 |
| July | \$ 58,591.33 | \$ 57,440.77 | \$ 47,547.24 | \$ (9,893.53) | \$1.45 | 1.52 | 1.37 |
| August | \$ 46,624.84 | \$ 48,735.38 | \$ 58,185.07 | \$ 9,449.69 | \$1.31 | 1.39 | 1.39 |
| September | \$ 23,336.28 | \$ 20,849.24 | \$ 17,410.43 | \$ (3,438.81) | \$1.19 | 1.19 | 1.09 |
| October | \$ 14,345.89 | \$ 13,045.86 | \$ 11,911.69 | \$ (1,134.17) | \$0.65 | 0.76 | 0.64 |
| November | \$ 2,208.40 | \$ 1,485.47 | | | \$1.10 | 0.75 | |
| December | \$ 1,641.49 | \$ 1,852.19 | | | \$1.41 | 1.13 | |
| TOTAL | \$ 258,672.76 | \$ 252,414.06 | \$ 233,851.86 | \$ (15,424.54) | \$1.16 | 1.22 | 1.15 |

| ZOO PASS | | | | | | | |
|-----------------|----------------------|----------------------|----------------------|----------------------|--|--|--|
| MONTH | 2017 | 2018 | 2019 | (-) / + | | | |
| January | \$ 3,825.00 | \$ 4,810.00 | \$ 6,150.00 | \$ 1,340.00 | | | |
| February | \$ 9,579.50 | \$ 4,880.00 | \$ 4,990.00 | \$ 110.00 | | | |
| March | \$ 10,251.00 | \$ 21,312.00 | \$ 19,986.00 | \$ (1,326.00) | | | |
| April | \$ 35,444.00 | \$ 25,519.00 | \$ 25,115.00 | \$ (404.00) | | | |
| May | \$ 28,128.59 | \$ 34,522.00 | \$ 31,357.00 | \$ (3,165.00) | | | |
| June | \$ 28,043.00 | \$ 30,686.00 | \$ 29,300.00 | \$ (1,386.00) | | | |
| July | \$ 19,746.00 | \$ 19,410.00 | \$ 20,819.00 | \$ 1,409.00 | | | |
| August | \$ 14,467.00 | \$ 14,291.00 | \$ 14,996.00 | \$ 705.00 | | | |
| September | \$ 9,180.00 | \$ 8,151.00 | \$ 7,043.00 | \$ (1,108.00) | | | |
| October | \$ 6,302.00 | \$ 6,035.00 | \$ 6,072.00 | \$ 37.00 | | | |
| November | \$ 5,676.00 | \$ 10,730.00 | | | | | |
| December | \$ 24,265.00 | \$ 22,986.00 | | | | | |
| TOTAL | \$ 194,907.09 | \$ 203,332.00 | \$ 185,828.00 | \$ (3,788.00) | | | |

11

Gift Shop, Mayan and Admissions Revenue Monthly Revenue October 2019

| Day | Date | Gift Shop | Concessions | Zoo Admissions | Vending | Zoo Pass | Education | Birthday | Do na | Cons. Fund | Special Event | Attend. | Temp | Weat her |
|--------------|------|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|------------------|----------|------------------|---------------------|---------------|-------------|-------------|
| Tue | 1 | - | 22.32 | 210.00 | 1.00 | - | 187.00 | - | # | 70.00 | 850.00 | 26 | 73 | 3 |
| Wed | 2 | 72.33 | 25.89 | 285.00 | 48.47 | 140.00 | 125.00 | 300.00 | # | 0.03 | 200.00 | 58 | 56 | 2 |
| Thu | 3 | 86.97 | 65.40 | 204.00 | 231.00 | 210.00 | 18.00 | - | # | 10.00 | 280.00 | 42 | 55 | 3 |
| Fri | 4 | 419.53 | 131.90 | 1,750.50 | 93.28 | 140.00 | - | - | # | 5.00 | 130.00 | 289 | 47 | 3 |
| Sat | 5 | 132.04 | 132.86 | 555.00 | 23.25 | 70.00 | - | - | # | - | 240.00 | 94 | 52 | 3 |
| Sun | 6 | 439.72 | 673.22 | 2,820.00 | 324.21 | 280.00 | - | - | # | 23.25 | 280.00 | 677 | 56 | 1 |
| Mon | 7 | 195.00 | 149.80 | 1,662.00 | 137.22 | 130.00 | 442.00 | - | # | 72.03 | 530.00 | 327 | 57 | 1 |
| Tue | 8 | 465.97 | 324.37 | 1,122.00 | 121.97 | 330.00 | - | - | # | 0.03 | 410.00 | 313 | 57 | 1 |
| Wed | 9 | 446.18 | 518.48 | 1,869.00 | 258.48 | 390.00 | 50.00 | - | # | 34.00 | 670.00 | 464 | 61 | 1 |
| Thu | 10 | 158.54 | 214.47 | 744.00 | 48.97 | 210.00 | - | 75.00 | # | 2.01 | 640.00 | 446 | 59 | 2 |
| Fri | 11 | 589.49 | 1,595.20 | 28.50 | 148.75 | - | 154.00 | 50.00 | # | 1.83 | 2,684.00 | 780 | 64 | 3 |
| Sat | 12 | 574.66 | 1,046.16 | 949.50 | 293.47 | 140.00 | - | - | # | 42.00 | 7,610.00 | 1381 | 39 | 3 |
| Sun | 13 | 58.18 | 70.39 | 741.00 | 46.72 | 70.00 | - | - | # | 2.00 | 100.00 | 110 | 39 | 4 |
| Mon | 14 | 78.28 | 264.18 | 1,246.50 | 70.73 | 490.00 | - | - | # | 4.29 | 120.00 | 220 | 39 | 2 |
| Tue | 15 | - | 14.24 | 36.00 | 4.50 | 210.00 | - | - | # | - | 580.00 | 5 | 48 | 3 |
| Wed | 16 | 128.44 | 30.32 | 1,188.00 | 3.50 | 290.00 | 166.00 | - | # | 1.00 | 1,020.00 | 186 | 47 | 3 |
| Thu | 17 | 117.74 | 116.55 | 1,048.50 | 77.44 | 280.00 | - | - | # | 1.00 | 1,480.00 | 215 | 45 | 2 |
| Fri | 18 | 511.31 | 1,068.93 | 372.00 | 160.73 | 350.00 | - | - | # | 43.00 | 13,020.00 | 2580 | 46 | 1 |
| Sat | 19 | 572.27 | 2,108.17 | 1,307.25 | 452.66 | 280.00 | - | - | # | 6.75 | 20,926.00 | 4051 | 52 | 1 |
| Sun | 20 | 241.32 | 451.78 | 2,076.00 | 306.66 | 140.00 | - | - | # | 3.00 | 330.00 | 402 | 49 | 1 |
| Mon | 21 | - | 23.90 | 18.00 | 1.24 | 140.00 | 66.00 | - | # | - | 140.00 | 5 | 54 | 3 |
| Tue | 22 | 0.90 | 19.81 | 64.50 | 345.32 | 200.00 | 315.00 | - | # | 35.00 | 200.00 | 13 | 46 | 3 |
| Wed | 23 | 37.16 | 51.16 | 144.00 | 1,894.90 | 210.00 | - | 100.00 | # | - | 1,180.00 | 60 | 44 | 2 |
| Thu | 24 | 39.36 | 118.32 | 558.00 | 66.97 | 140.00 | 105.00 | - | # | 2.00 | 1,410.00 | 124 | 43 | 2 |
| Fri | 25 | 316.62 | 884.41 | 1,008.00 | 568.13 | 350.00 | - | 225.00 | # | 1.51 | 10,818.00 | 1944 | 40 | 1 |
| Sat | 26 | 1,045.84 | 1,257.56 | 670.50 | 809.40 | 140.00 | - | - | # | 13.13 | 17,452.00 | 3150 | 39 | 1 |
| Sun | 27 | 116.90 | 331.68 | 2,259.00 | 281.68 | 402.00 | - | - | # | - | - | 419 | 44 | 1 |
| Mon | 28 | 35.83 | 34.37 | 168.00 | 10.50 | 130.00 | - | - | # | 0.25 | - | 40 | 42 | 2 |
| Tue | 29 | 36.88 | 70.66 | 750.00 | 12.24 | 70.00 | 78.00 | - | # | - | 10,000.00 | 126 | 33 | 2 |
| Wed | 30 | 9.48 | 72.63 | 171.00 | 8.50 | 70.00 | 81.00 | - | # | 0.25 | - | 48 | 37 | 1 |
| Thu | 31 | - | 21.56 | 36.00 | 7.00 | 70.00 | - | - | # | - | 300.00 | 4 | 32 | 2 |
| Total | | \$ 6,926.94 | \$ 11,911.69 | \$ 26,061.75 | \$ 6,659.89 | \$ 6,072.00 | \$ 1,787.00 | \$ 600.00 | # | \$ 373.36 | \$ 93,560.00 | 18,599 | 48.2 | 2.03 |

ip and weather

Weather Ke 1 = Sunny 2 = Overcast 3 = Rain 4 = Sleet 5 = Snow
Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Foolsie Woolsie, Telescope

NEW Zoo Operations Report: Oct. 2019

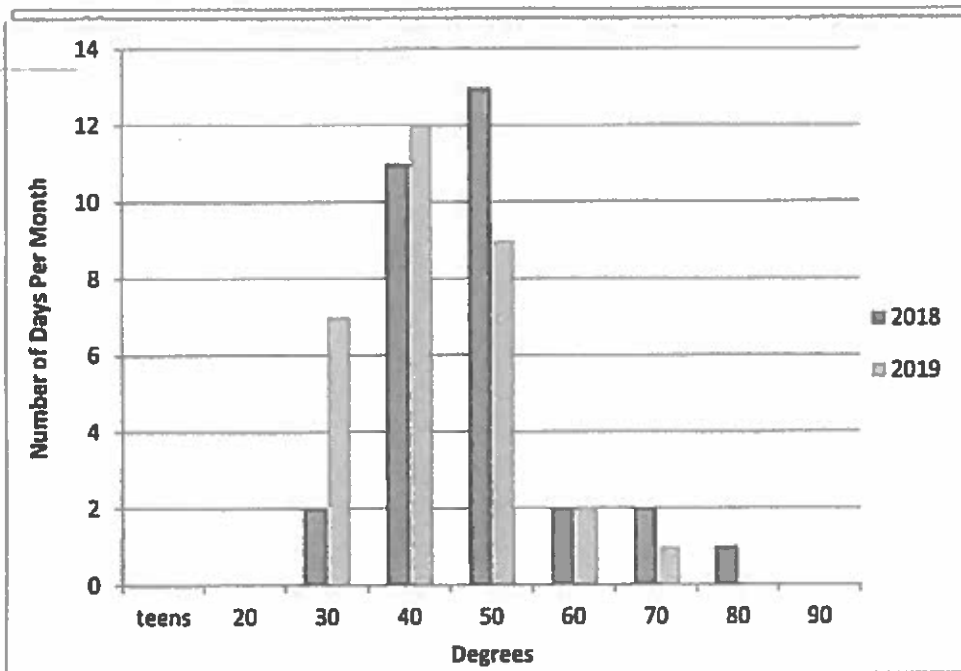
Noteworthy:

Average Temperature recorded at the zoo in Oct. 2019 = 48.2°F

7 in the 30's, 12 in the 40's, 9 in the 50's, 2 in the 60's, 1 in the 70's

Average Temperature recorded at the zoo in Oct. 2018 = 52.8°F

2 in the 30's, 11 in the 40's, 13 in the 50's, 2 in the 60's, 2 in the 70's, 1 in the 80's



Lowest temperature for period in Oct. 2019: 32°F, Highest Temp: 73°F

Lowest temperature for period in Oct. 2018: 36°F, Highest Temp: 81°F

OCTOBER

- October 2018 showed revenue of \$111,354 compared to October this year: \$123,811.75. An Increase of +\$12,457.75.
- Year to date on attendance, we are only 466 people short compared to last year to date.
- 18,599 visited the Zoo in Oct. 2019 compared to 17,234 in Oct. 2018. (+1,365)
- We had 10 rainy days this October. Unfortunately, 2 of the rainy days were Zoo Boo days.
- We had 12,789 guests came to Zoo Boo this year compared to 12,788 last year (+1).
- Gift Shop sales are up +\$10,470 more than last year to date.
- Mayan October sales are down by -\$1,134.00 compared to last October.
- Zoo passes this October are up \$37 compared to last October.
- Education and birthday parties are up year- to-date by +\$4, 736. (2018: \$71,197, compared to \$75,933 for 2019).

(Continued on next page)

- **Per Caps Oct. 2018**

Mayan .76

Gift Shop .44

Admissions & Donations 6.46

Per Caps Oct. 2019

Mayan .64

Gift Shop .37

Admissions & Donations 6.66

- **Per Caps Goal (e.o.y.)**

Mayan: 1.11

Gift Shop: 1.16

Admission & Donations: 4.77

Per Caps Actual (y.t.d.)

Mayan: 1.15

Gift Shop: 1.54

Admissions & Donations: 5.12

NEW ZOO ADMISSIONS REVENUE ATTENDANCE

2019

REPORT

2017, 2018, 2019

ATTENDANCE

| MONTH | 2017 | 2018 | 2019 | Change (-) / + |
|-----------|---------|---------|---------|-------------------|
| January | 1,412 | 2,526 | 1,576 | (950) |
| February | 7,282 | 2,042 | 899 | (1,343) |
| March | 3,943 | 10,448 | 7,933 | (2,515) |
| April | 23,529 | 10,890 | 15,348 | 4,458 |
| May | 31,401 | 31,792 | 30,473 | (1,319) |
| June | 35,271 | 37,423 | 35,124 | (2,299) |
| July | 40,467 | 37,871 | 34,770 | (3,101) |
| August | 35,535 | 35,093 | 41,989 | 6,896 |
| September | 18,646 | 17,574 | 15,916 | (1,658) |
| October | 22,122 | 17,234 | 18,589 | 1,355 |
| November | 2,008 | 1,987 | 2,277 | 290 |
| December | 1,165 | 1,639 | | |
| TOTAL | 223,782 | 205,519 | 204,704 | (176) |

ADMISSION & DONATIONS

| MONTH | 2017 | 2018 | 2019 | Change (-) / + | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
|------------|-----------------|-----------------|-----------------|-------------------|----------|----------|----------|---------|---------|---------|
| ADMISSIONS | ADMISSIONS | ADMISSIONS | ADMISSIONS | ADMISSIONS | DONATION | DONATION | DONATION | PER | PER | PER |
| January | 3,901.50 | 4,593.00 | 3,324.00 | (1,269.07) | - | - | - | \$2.76 | \$1.82 | \$2.11 |
| February | 15,627.50 | 3,730.50 | 1,417.50 | (2,313.00) | - | - | - | \$2.15 | \$1.83 | \$2.03 |
| March | 17,385.50 | 37,200.50 | 30,125.50 | (7,075.00) | - | - | - | \$4.41 | \$3.56 | \$3.80 |
| April | 104,286.00 | 44,592.00 | 48,067.50 | 3,475.50 | - | - | - | \$4.43 | \$4.09 | \$3.13 |
| May | 164,889.50 | 156,442.50 | 154,249.50 | (2,193.00) | - | - | - | \$5.25 | \$4.92 | \$5.06 |
| June | 196,164.50 | 194,136.00 | 186,410.50 | (7,729.63) | - | - | - | \$5.56 | \$5.19 | \$5.31 |
| July | 231,924.50 | 205,262.00 | 187,002.00 | (18,260.00) | - | - | - | \$5.73 | \$5.42 | \$5.38 |
| August | 188,581.50 | 180,405.00 | 223,355.50 | 42,949.50 | - | - | - | \$5.33 | \$5.14 | \$5.32 |
| September | 99,180.50 | 85,926.00 | 79,540.50 | (6,385.50) | - | - | - | \$5.05 | \$4.89 | \$5.00 |
| October | 136,815.96 | 111,354.00 | 123,811.75 | 12,457.75 | - | - | - | \$6.19 | \$6.46 | \$6.66 |
| November | 28,490.00 | 8,868.00 | 13,383.00 | 4,515.00 | - | - | - | \$13.22 | \$4.46 | \$5.88 |
| December | 24,489.75 | 11,013.00 | | | - | - | - | \$21.18 | \$6.72 | |
| TOTAL | \$ 1,209,747.71 | \$ 1,043,523.50 | \$ 1,050,687.25 | \$ 18,172.55 | \$ 4.20 | \$ 4.20 | \$ - | \$5.41 | \$ 5.05 | \$ 5.13 |

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE
2019 REPORT
2017, 2018, 2019**

| | | | | | 2017 | 2018 | 2019 |
|--------------|----------------------|----------------------|----------------------|--------------------|---------------|-------------|-------------|
| Paws & Claws | | | | | PER | PER | PER |
| Gift Shop | | | | | CAP | CAP | CAP |
| | 2017 | 2018 | 2019 | (-) / + | | | |
| January | \$ 1,105.06 | \$ 1,932.05 | \$ 948.42 | \$ (983.63) | 0.78 | 0.78 | 0.60 |
| February | \$ 8,108.16 | \$ 2,539.48 | \$ 1,374.83 | \$ (1,164.65) | 1.11 | 1.24 | 1.97 |
| March | \$ 7,415.33 | \$ 15,398.22 | \$ 15,138.84 | \$ (259.38) | 1.88 | 1.47 | 1.91 |
| April | \$ 32,514.62 | \$ 15,216.25 | \$ 21,809.16 | \$ 6,392.91 | 1.38 | 1.40 | 1.41 |
| May | \$ 48,797.38 | \$ 52,610.55 | \$ 51,154.75 | \$ (1,455.80) | 1.55 | 1.65 | 1.68 |
| June | \$ 55,368.34 | \$ 59,934.64 | \$ 62,712.46 | \$ 2,777.82 | 1.57 | 1.60 | 1.79 |
| July | \$ 67,849.58 | \$ 65,425.96 | \$ 63,298.29 | \$ (2,127.67) | 1.68 | 1.73 | 1.82 |
| August | \$ 47,789.78 | \$ 58,327.57 | \$ 73,219.12 | \$ 14,891.55 | 1.34 | 1.68 | 1.74 |
| September | \$ 20,622.79 | \$ 22,231.84 | \$ 15,229.69 | \$ (7,002.15) | 1.05 | 1.27 | 0.96 |
| October | \$ 11,577.67 | \$ 7,526.17 | \$ 6,926.94 | \$ (599.23) | 0.52 | 0.44 | 0.37 |
| November | \$ 2,439.81 | \$ 2,307.09 | \$ 1,481.99 | \$ (825.10) | 1.21 | 1.16 | 0.65 |
| December | \$ 2,156.64 | \$ 1,426.11 | | | 1.85 | 0.87 | |
| TOTAL | \$ 305,745.12 | \$ 304,875.93 | \$ 313,094.49 | \$ 9,644.67 | \$1.37 | 1.48 | 1.53 |

| | | | | | 2017 | 2018 | 2019 |
|-----------------|----------------------|----------------------|----------------------|-----------------------|---------------|-------------|-------------|
| Mayan | | | | | PER | PER | PER |
| Taste of Tropic | | | | | CAP | CAP | CAP |
| | 2017 | 2018 | 2019 | (-) / + | | | |
| January | \$ 803.84 | \$ 2,349.89 | \$ 1,424.21 | \$ (925.68) | \$0.57 | 0.93 | 0.90 |
| February | \$ 4,898.08 | \$ 1,910.88 | \$ 949.60 | \$ (961.28) | \$0.67 | 0.94 | 1.36 |
| March | \$ 4,758.52 | \$ 10,341.30 | \$ 8,230.83 | \$ (2,110.47) | \$1.21 | 0.99 | 1.04 |
| April | \$ 24,776.09 | \$ 11,498.37 | \$ 13,330.69 | \$ 1,832.32 | \$1.05 | 1.06 | 0.87 |
| May | \$ 31,093.45 | \$ 34,977.34 | \$ 33,273.87 | \$ (1,703.47) | \$0.99 | 1.10 | 1.09 |
| June | \$ 45,594.55 | \$ 47,927.37 | \$ 41,388.23 | \$ (6,539.14) | \$1.29 | 1.28 | 1.18 |
| July | \$ 58,591.33 | \$ 57,440.77 | \$ 47,547.24 | \$ (9,893.53) | \$1.45 | 1.52 | 1.37 |
| August | \$ 46,824.84 | \$ 48,735.38 | \$ 58,185.07 | \$ 9,449.69 | \$1.31 | 1.39 | 1.39 |
| September | \$ 23,336.28 | \$ 20,849.24 | \$ 17,410.43 | \$ (3,438.81) | \$1.19 | 1.19 | 1.09 |
| October | \$ 14,345.89 | \$ 13,045.86 | \$ 11,911.69 | \$ (1,134.17) | \$0.65 | 0.78 | 0.64 |
| November | \$ 2,208.40 | \$ 1,485.47 | \$ 1,928.32 | \$ 440.85 | \$1.10 | 0.75 | 0.85 |
| December | \$ 1,641.49 | \$ 1,852.19 | | | \$1.41 | 1.13 | |
| TOTAL | \$ 258,672.76 | \$ 252,414.08 | \$ 235,578.18 | \$ (14,983.69) | \$1.16 | 1.22 | 1.15 |

| ZOO PASS | | | | | | | |
|--------------|----------------------|----------------------|----------------------|----------------------|--|--|--|
| MONTH | 2017 | 2018 | 2019 | (-) / + | | | |
| January | \$ 3,825.00 | \$ 4,810.00 | \$ 6,150.00 | \$ 1,340.00 | | | |
| February | \$ 9,579.50 | \$ 4,880.00 | \$ 4,990.00 | \$ 110.00 | | | |
| March | \$ 10,251.00 | \$ 21,312.00 | \$ 19,986.00 | \$ (1,326.00) | | | |
| April | \$ 35,444.00 | \$ 25,519.00 | \$ 25,115.00 | \$ (404.00) | | | |
| May | \$ 28,128.59 | \$ 34,522.00 | \$ 31,357.00 | \$ (3,165.00) | | | |
| June | \$ 28,043.00 | \$ 30,686.00 | \$ 29,300.00 | \$ (1,386.00) | | | |
| July | \$ 19,746.00 | \$ 19,410.00 | \$ 20,819.00 | \$ 1,409.00 | | | |
| August | \$ 14,467.00 | \$ 14,291.00 | \$ 14,996.00 | \$ 705.00 | | | |
| September | \$ 9,180.00 | \$ 8,151.00 | \$ 7,043.00 | \$ (1,108.00) | | | |
| October | \$ 6,302.00 | \$ 6,035.00 | \$ 6,072.00 | \$ 37.00 | | | |
| November | \$ 5,876.00 | \$ 10,730.00 | \$ 8,262.00 | \$ (2,468.00) | | | |
| December | \$ 24,265.00 | \$ 22,986.00 | | | | | |
| TOTAL | \$ 194,907.09 | \$ 203,332.00 | \$ 174,090.00 | \$ (6,256.00) | | | |

Gift Shop, Mayan and Admissions Revenue Monthly Revenue November 2019

| Day | Date | Gift Shop | Concessions | Zoo Admissions | Vending | Zoo Pass | Education | Birthday | Don atio | Cons. Fund | Special Event | Attend. | Temp | Weathe r |
|-------|------|-------------|-------------|----------------|-------------|-------------|-------------|-----------|----------|------------|---------------|---------|------|----------|
| Fri | 1 | 57.88 | 18.08 | 60.00 | 70.00 | 140.00 | 705.63 | 425.00 | # | 20.00 | 5,570.00 | 13 | 31 | 2 |
| Sat | 2 | 180.81 | 138.08 | 780.00 | 150.20 | - | - | - | # | 0.25 | - | 316 | 36 | 2 |
| Sun | 3 | 253.63 | 196.43 | 741.00 | 101.72 | 200.00 | 12.00 | - | # | - | - | 303 | 37 | 2 |
| Mon | 4 | - | 41.45 | 270.00 | 28.74 | 210.00 | 1,806.00 | - | # | - | - | 73 | 43 | 2 |
| Tue | 5 | 16.86 | 81.27 | 120.00 | 44.75 | 192.00 | - | - | # | 0.76 | - | 31 | 30 | 5 |
| Wed | 6 | - | 16.58 | 33.00 | 2.00 | - | - | - | # | - | - | 41 | 27 | 5 |
| Thu | 7 | 73.79 | 52.60 | 78.00 | 3.00 | 200.00 | - | - | # | 0.08 | - | 16 | 22 | 2 |
| Fri | 8 | 27.40 | 20.16 | 39.00 | 22.01 | 280.00 | 45.00 | - | # | 0.05 | - | 17 | 21 | 1 |
| Sat | 9 | 62.34 | 112.58 | 510.00 | 54.48 | 140.00 | 65.00 | - | # | 2.25 | - | 126 | 33 | 2 |
| Sun | 10 | 37.11 | 63.88 | 185.00 | 32.22 | - | - | - | # | 0.25 | - | 57 | 34 | 2 |
| Mon | 11 | - | 28.25 | 36.00 | 10.00 | 70.00 | 666.00 | 225.00 | # | - | 220.00 | 11 | 20 | 2 |
| Tue | 12 | 29.51 | 31.08 | 36.00 | 2.75 | 160.00 | 154.00 | - | # | - | - | 5 | 14 | 1 |
| Wed | 13 | - | 36.48 | - | 317.50 | 140.00 | 230.00 | - | # | - | - | 26 | 17 | 5 |
| Thu | 14 | - | 25.13 | - | 3.00 | 70.00 | 250.00 | - | # | - | - | 4 | 26 | 2 |
| Fri | 15 | - | 38.01 | 87.00 | 23.00 | 420.00 | 825.00 | 225.00 | # | - | - | 44 | 32 | 1 |
| Sat | 16 | 120.55 | 159.83 | 477.00 | 75.48 | - | 25.00 | - | # | 0.22 | - | 145 | 34 | 2 |
| Sun | 17 | 56.62 | 120.12 | 285.00 | 49.00 | 220.00 | - | - | # | 0.50 | - | 94 | 35 | 2 |
| Mon | 18 | 23.19 | 18.13 | 649.00 | 26.50 | 480.00 | 528.00 | - | # | - | - | 98 | 36 | 2 |
| Tue | 19 | - | 45.09 | 417.00 | 200.48 | 780.00 | 138.00 | - | # | 0.01 | - | 78 | 33 | 2 |
| Wed | 20 | - | 58.44 | 75.00 | 18.00 | 510.00 | 125.00 | - | # | 0.02 | - | 30 | 37 | 2 |
| Thu | 21 | - | 34.67 | 354.00 | 113.00 | 410.00 | 75.00 | 50.00 | # | - | - | 53 | 44 | 3 |
| Fri | 22 | 13.69 | 47.19 | 153.00 | 52.74 | 790.00 | 70.00 | - | # | - | - | 44 | 29 | 1 |
| Sat | 23 | 205.11 | 176.17 | 579.00 | 157.70 | 490.00 | - | - | # | 0.25 | - | 205 | 32 | 1 |
| Sun | 24 | 38.47 | 169.99 | 606.00 | 99.97 | 130.00 | 74.00 | - | # | - | - | 162 | 39 | 1 |
| Mon | 25 | 36.48 | 67.05 | 273.00 | 62.00 | 690.00 | 75.00 | - | # | - | - | 79 | 41 | 2 |
| Tue | 26 | 11.75 | 17.96 | 198.00 | 28.75 | 270.00 | 145.00 | - | # | - | - | 45 | 43 | 2 |
| Wed | 27 | 43.20 | 17.35 | - | 10.00 | 210.00 | 70.00 | - | # | 225.00 | - | 2 | 37 | 3 |
| Thu | 28 | 113.62 | - | 147.00 | 30.49 | 70.00 | 30.00 | - | # | 2.00 | - | 50 | 33 | 2 |
| Fri | 29 | 67.34 | 76.49 | 330.00 | 83.45 | 730.00 | 140.00 | - | # | 0.60 | - | 73 | 31 | 4 |
| Sat | 30 | 12.64 | 19.76 | 195.00 | 38.21 | 280.00 | - | - | # | 1.00 | - | 38 | 33 | 5 |
| 0 | 31 | - | - | - | - | - | - | - | # | - | - | 0 | 0 | 0 |
| Total | | \$ 1,481.98 | \$ 1,926.32 | \$ 7,593.00 | \$ 1,911.15 | \$ 8,262.00 | \$ 6,053.63 | \$ 925.00 | \$ - | \$ 253.24 | \$ 5,790.00 | 2,277 | 32.0 | 2.33 |

mp and weather ε

Weather Key 1 = Sunny 2 = Overcast 3 = Rain 4 = Sleet 5 = Snow
Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Woolsie, Telescope

NEW Zoo Operations Report: November 2019

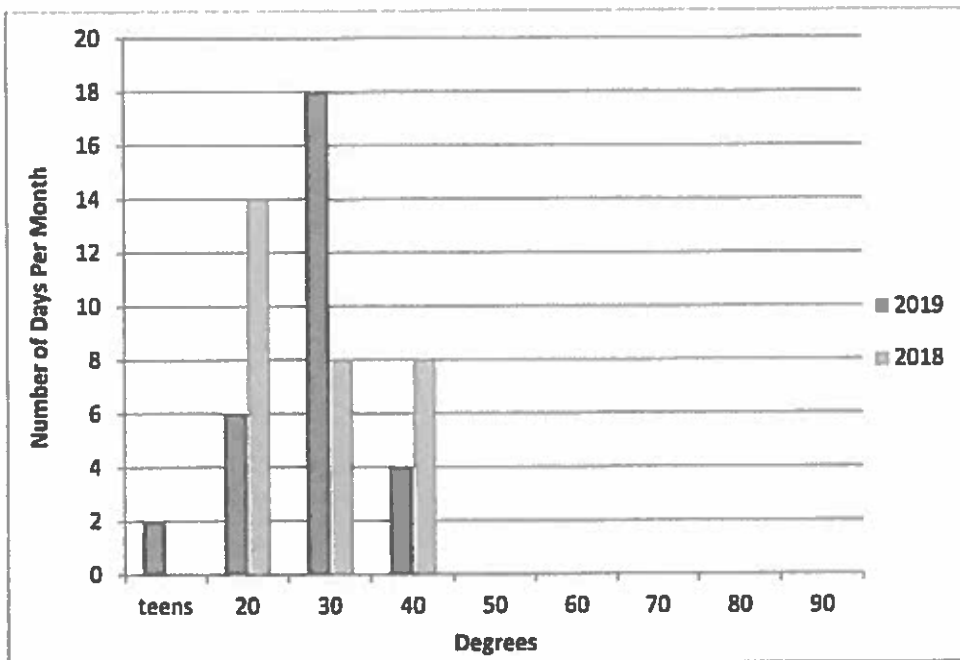
Noteworthy:

Average Temperature recorded at the zoo in November 2019 = 32 °F

2 in the 10's, 6 in the 20's, 18 in the 30's, 4 in the 40's

Average Temperature recorded at the zoo in November 2018 = 32.6 °F

0 in the 10's, 14 in the 20's, 8 in the 30's, 8 in the 40's



Lowest temperature for period in Nov. 2019: 14°F Highest Temp: 44°F

Lowest temperature for period in Nov. 2018: 20°F Highest Temp: 45°F

November

- 2,277 guests visited the Zoo in November 2019. 1,987 guests visited the Zoo in November 2018. +290.
- As of the end of November we are -176 less in attendance than the end of the year in 2018.
- Zoo Admissions are up by +\$4,515 over last November (2 Zoo Boo ticket vendors paid us for "advance ticket sales" in November instead of October, but we also had 2 ticket vendors pay us in November rather than October last year).
- We are +\$18,172 more in attendance revenue this y-t-d compared to last year to date.

(Continued on next page)

- Gift Shop per caps are at .65 for this November, compared to 1.16 last November.
- Gift Shop sales are \$1,482 this November compared to \$2,307 last November. -\$825.
- Y-t-d Gift Shop sales are up by +\$9,644.67. There isn't much left to sell in the Gift Shop.
- Mayan per caps are at .85 for this November, compared to .75 last November.
- Monthly Mayan sales are up by +\$440.85 compared to last October.
- Overall Mayan sales are down -\$14,983 year-to-date.
- Our overall per caps for November this year are: \$5.88 compared to \$4.46 last November. +\$1.42.
- Zoo Pass sales are -\$2,468 less than last November. -\$6,256 year to date.
- Education and birthday parties are up year- to-date by +\$7,940. (2019: \$74,971 compared to \$82,911 for 2019.

NEW ZOO & ADVENTURE PARK

Brown County



4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 662-2405
E-MAIL angela.kawski@browncountywi.gov

ANGELA KAWSKI
EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

NEW Zoo & Adventure Park EDUCATION & VOLUNTEER DEPARTMENTS REPORT OCTOBER 2019

Volunteer Hours

| 2019 | Opportunity | 2018 |
|-------|-----------------------|---------|
| 1.75 | Education | 7.75 |
| 32.25 | Giraffe Food | - |
| 128 | Giraffe Stand | 174.75 |
| 70.25 | Horticulture | 83 |
| 16.5 | Husbandry | 23.75 |
| 9 | Office Help | 48.5 |
| 37 | Special Events | 74.75 |
| 32.25 | Special Projects | 101.25 |
| 6 | Zoo Watch | 3 |
| 336 | Total Hours | 516.75 |
| 1928 | Zoo Boo | 2293.5 |
| 2264 | Total Hours w/Zoo Boo | 2810.25 |

Internship Hours

5 Education/Husbandry Interns + 2 Marketing/Media

Total Hours = 227.5 hours

Off-Site Programs (Zoomobiles)

2 Meet & Greet programs

1 Private Birthday Party program

4 Class Programs

Total of \$1,150

Approximately 494 people educated/reached

On-Site Programs

3 Badge in a Day programs

5 Wild Encounter programs

6 Zoo Classes

Total of \$1,098

Approximately 231 people educated/reached

Birthday Parties

1 Birthday Party Hosted

Total of \$350

Approximately 42 people educated/reached

Things to Note...

- 🎃 Approximately 206 people attending the annual pumpkin carving event (plus a dozen infants) on October 9th
- 🎃 Education Department assisted with hosting GB Packer Kenny Clark and students from Howe Elementary, provided programs to the students on October 29th
- 🎃 We were able to keep our Seasonal Educator this month, allowing us to do more Zoomobiles than ever before in October

NEW ZOO & ADVENTURE PARK

Brown County

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GREEN BAY, WISCONSIN 54313

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ANGELA KAWSKI

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

NEW Zoo & Adventure Park EDUCATION & VOLUNTEER DEPARTMENTS REPORT NOVEMBER 2019

Volunteer Hours

| 2019 | Opportunity | 2018 |
|-------|------------------|--------|
| 3 | Education | -- |
| 7 | Giraffe Food | -- |
| 117.5 | Giraffe Stand | 126.25 |
| -- | Horticulture | -- |
| 12.5 | Husbandry | 25 |
| 7.75 | Office Help | 20.25 |
| 152 | Special Events | 28 |
| 38.25 | Special Projects | 58.75 |
| -- | Zoo Watch | -- |
| 338 | Total Hours | 258.25 |

Internship Hours

6 Education/Husbandry Interns + 2 Marketing/Media

Total Hours = 179.75 hours (does not include 2 interns!)

Off-Site Programs (Zoomobiles)

24 Class Programs

Total of \$443

Approximately 96 people educated/reached

On-Site Programs

1 Zoo Snooze Overnight

3 Badge in a Day programs

8 Wild Encounter programs

Total of \$3,450

Approximately 141 people educated/reached

Birthday Parties

5 Birthday Party Hosted

Total of \$1350

Approximately 112 people educated/reached

Things to Note...

- Large group of corporate volunteers (~20 adults) assist with zoo boo clean-up on Friday November 1st – nearly ALL decorations put away on that one day!
- Seasonal Educator remained through the end of the month, assisted with programs and other end-of-the-busy-season projects
- Home School workshop held on November 13th
- Giving Tuesday (Giving ZOOday) Campaign conducted on website, email marketing, and social media starting on November 19th; the day itself is celebrated on December 3rd, so see the December report for results of this fundraiser!

Adventure Park Report: November 2019

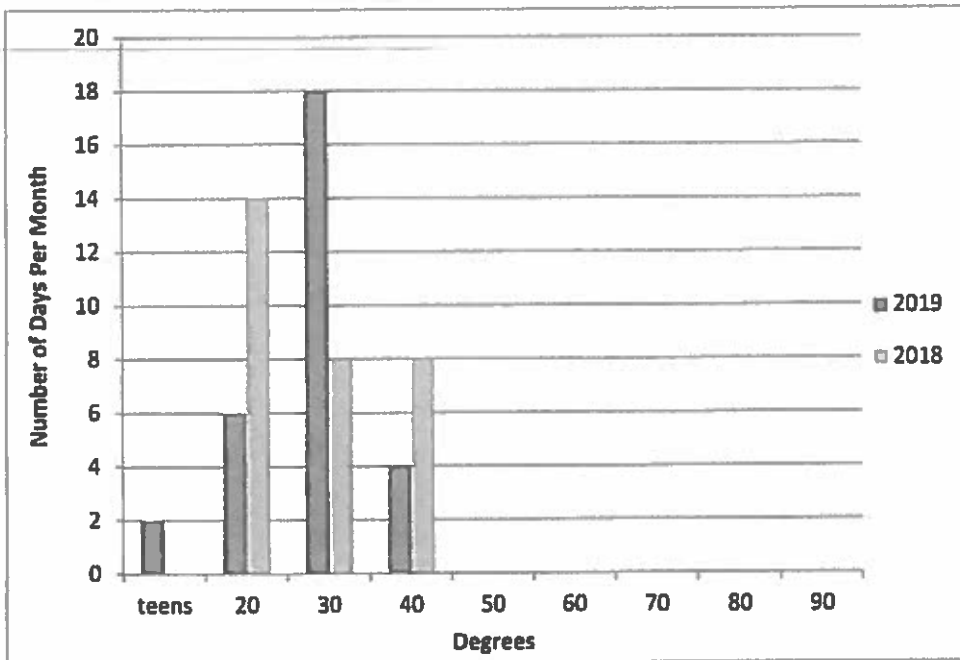
Noteworthy:

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Lowest temperature for period in Nov. 2019: 14°F Highest Temp: 44°F

Lowest temperature for period in Nov. 2018: 20°F Highest Temp: 45°F

November

- There were 2 Adventure Park Memberships sold this month, November 2018 2 memberships were sold
- Prepared the courses for winter by removing belays, zipStops, and other removable parts of the courses
- Began using the new MaintenanceCare software to process work orders and track gear and equipment
- Reviewed our current gear and set up a replacement plan to phase out old gear and purchase new gear
- Updated processes for gift tickets and memberships for better tracking of attendance
- Began networking with other adventure industry professionals and organizations in Wisconsin
- Conducted 1 outreach event at UWGB for Veterans week
- Completed Zoo Boo clean-up

NEW Zoo Maintenance Report

Oct. 2019 (Sept. 17th to Oct. 17)

- Zoo boo set up.
- Repaired stripped gears on the ECC auto door.
- Had to remove the carousel brain (pcm) to send in for repairs again.
- Brew at the zoo Preps.
- Guttered 3 light poles with hps bulbs and converted them to LED
- Replaced the AED pads due to expiration date.
- Installed a new roof top furnace unit at the penguin.
- Installed metal roofing panels over the leaking ridge on the gray shed.
- Used hot water jetter to unclog the main sewer line in the CZ barn.
- Set up volunteer tent for zoo boo.
- Installed a new cap and rotor in the zoomobile.
- Zoo boo parking
- Replaced bad GFCI outlets throughout the zoo
- Rewired the pole light at lynx to accept an LED bulb
- Furnace inspections
- Replaced fan motors on 2 giraffe furnaces.
- Installed a new start capacitor on the giraffe garage door opener
- Sent the #19 cart in for warranty repairs.
- Ran for candy pick up for zoo boo and pumpkin pick up.
- Installed training barrier straps in the giraffe building.
- Cut up a large cedar that fell at the penguin exhibit.
- Jacked up the sinking brick frame by the deer yard for the society.
- Zoo boo clean up.
- Helped the Parks Dept. with camper/boat storage.
- Worked with the county electrician to install a new power flex 40 in the carousel.
- Installed the v-plow on the yellow truck and replaced 2 spool valves.
-
-

NEW Zoo Maintenance Report

November 2019

- ✓ Built and installed a new gate at the swan exhibit.
- ✓ Replaced the mounting flange and wax ring and reset men's toilet in the VC
- ✓ Blew out the water lines throughout the children's zoo area
- ✓ Installed a door on the duiker winter holding area.
- ✓ Installed an enclosure heater in the carousel electrical panel.
- ✓ Brought in fill for the bank of the swan exhibit.
- ✓ Ordered and installed a rebuild kit for the swan pond aerator.
- ✓ Take down zoo boo items
- ✓ Cleaned and winterized the penguin pools and pumps.
- ✓ Cleaned and winterized the otter ponds.
- ✓ Completed work orders throughout the month.
- ✓ Installed both front cv axles on #10 kubota
- ✓ Replaced the back axle joints and changed oil on #10 kubota 5353hrs
- ✓ Rebuilt the swan aerator heads and reinstalled in the pond.
- ✓ Pulled out the pond fountains from elk, swan and moose.
- ✓ Installed a new thermostat in the duiker deer den.
- ✓ Fabricated a new stand for the skid steer sweeper.
- ✓ Wrapped up the carousel for the winter season.
- ✓ Oil changed all the carts.
- ✓ Installed a new battery in the back-up generator.
- ✓ Snow removal and salting.
- ✓ Installed a new aerator system in the swan pond.

December 2019



Matt Kriese

920-448-4464

920-613-6197

Matt.kriese@browncountyiwi.gov

Director's Report: Education and Recreation Committee, County Board of Supervisors

Month at a Glance (October/November)

- Barkhausen was once again a "Green Gift" recipient. The funds received will be put to use improving our programs for students visiting Barkhausen.
- Staff conducted a stream program at Neshota Park for the first time for Denmark High School students. This program was a big hit with the teacher and students and future programs for Denmark High School at Neshota Park are being planned.
- The new and improved park website was completed by staff and can be viewed at browncountyparks.org
- The first "Goosebumps on Gravel Pit Road featuring the S'mores 2-Mile Fun Run/Walk and Trick-or-Treating" was a wild success and very well-received by campers. With this, the date for 2020 has already been picked as Saturday, October 17, 2020.
- With the very wet summer, spilling into fall we saw a lot of flooded areas on trails and the boat landing at Bay Shore had to be closed with winds pushing waves into the parking lot. Staff were instrumental in posting signs and keeping office staff updated on conditions ensuring the safety of our park users.
- Buildings utilized for Winter Storage were filled at a record pace this year. It is an all hands on deck kind of morning and the full-time and seasonal staff did an excellent job in making the day another success.
- Rifle Range opened and once again offered users the opportunity to sight their firearms.
- Reforestation Camp staff assisted with Zoo Boo.
- Volunteers cleared snowshoe and fat bike trails at the camp.
- The Sensory Woods expansion project, which the Leadership Group of Green Bay designed and fundraised for, is getting closer to completion. The split rail fence was installed wrapping up the major construction. A ribbon cutting is planned in May 2020. Elements will be purchased this winter and installed before opening by Park staff.
- The 9 day gun deer hunt went well with no negative issues. From talking with hunters at least several deer were taken in the parks. Hunter surveys are being returned as we type.
- Suamico Docks were pulled and bathrooms shut down for the winter.
- Eagle Scouts have recently completed projects. One was the addition of bat boxes to Lily Lake and the other was kestrel box at Fonferek.
- Have Eagle Scout projects in the works including replacing the firewood shelter at the Group

Camp site, installing wood duck houses at Neshota Park, putting in benches and table for a forest study area at Barkhausen, and replacing stairs with an ADA compliant ramp at one of the viewing blinds at Barkhausen.

- Playground dedication at Neshota Park took place, we thank the Friends group for their work

Grounds, Buildings & Trails

- Staff cleaned and organized the “goose” barn and ordered corn to feed the geese for the winter. Staff also finished putting away various material around the cold storage building and newly fenced in yard area. This wraps up this major project of replacing the storage building and cleaning up/organizing (6s) the yard area.
- Lily Lake, Neshota, and the Dog Park received landscaping updates around entrance signs and had the parks logo updated to our current logo.
- A small elevated foot bridge was added near the base of the stairs leading down the Niagara Escarpment at Bay Shore.
- Leaf blowing began on all ski trails as well as pruning.
- Neshota trail system repairs are taking shape and complete to the extent possible at this time. Trails are groomed when weather permits.
- Pay stations were relocated at Neshota to be next to the new trailhead signs.
- Irrigation and drinking fountains at all parks were winterized.
- Both Fox River Trail and Mountain Bay Trail had leaning trees and trees over the trail removed.
- Pamperin Park fall landscaping and garden maintenance has been completed.
- Aerators were placed in Lily Lake.
- Bay Shore campgrounds and Fairgrounds camping water lines were all blown out and both areas were prepped for winter.
- Plowing operations have begun.

Spotlight on Programming

- Staff have been busy preparing for public and school programs in 2020. School programs continued to be adjusted to offer up to date and engaging programming.
- Fall programming was completed, with two held in November. Normally no programs are scheduled in early November due to weather and other staff obligations. However the first week of November is being looked at as potential for school programs either as make up dates for bad weather in September or October or for an additional week available program days.
- Guided autumn night hikes held in October were once again a success. Several critters were seen each night and all enjoyed an evening exploring the woods.
- The Saw-whet owl banding that took place at Barkhausen was well received with many people coming out to watch the demonstrations.
- The ¾ miles trail lit with Jack-O-Lanterns for a night hike at Barkhausen was another success. Saputo once again provided the pumpkins and volunteers to carve them.

Spotlight on Commercial Events

- Bellin Women's Half Marathon
- Making Strides Against Breast Cancer
- Hot Cider Hustle
- Santa's Rock 'n Lights
- Turkey Trot

Upcoming Events

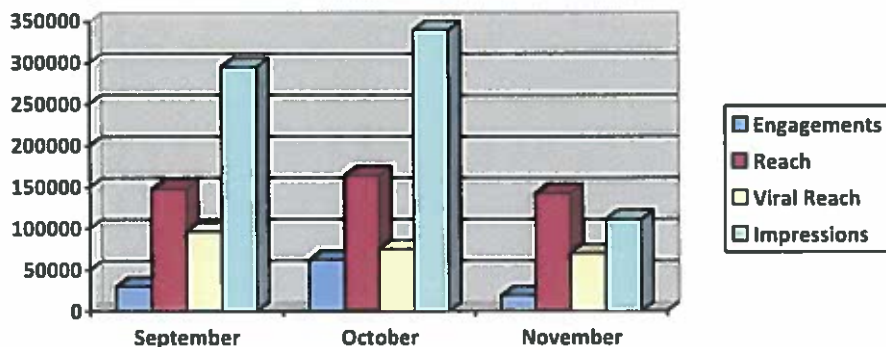
December

- 7 Build a Bird Feeder
14 Holiday Craft Workshop

January

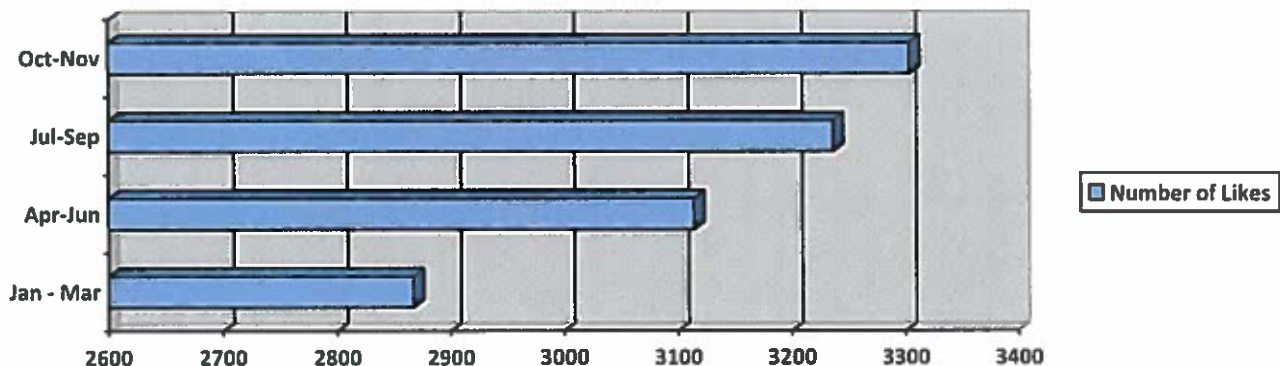
- 10 Frenzy on the Fox
23 Booth at the WBAY Camping & RV Show
24 Booth at the WBAY Camping & RV Show
25 Booth at the WBAY Camping & RV Show
26 Booth at the WBAY Camping & RV Show

Facebook Engagements, Reach, Viral Reach, & Impressions



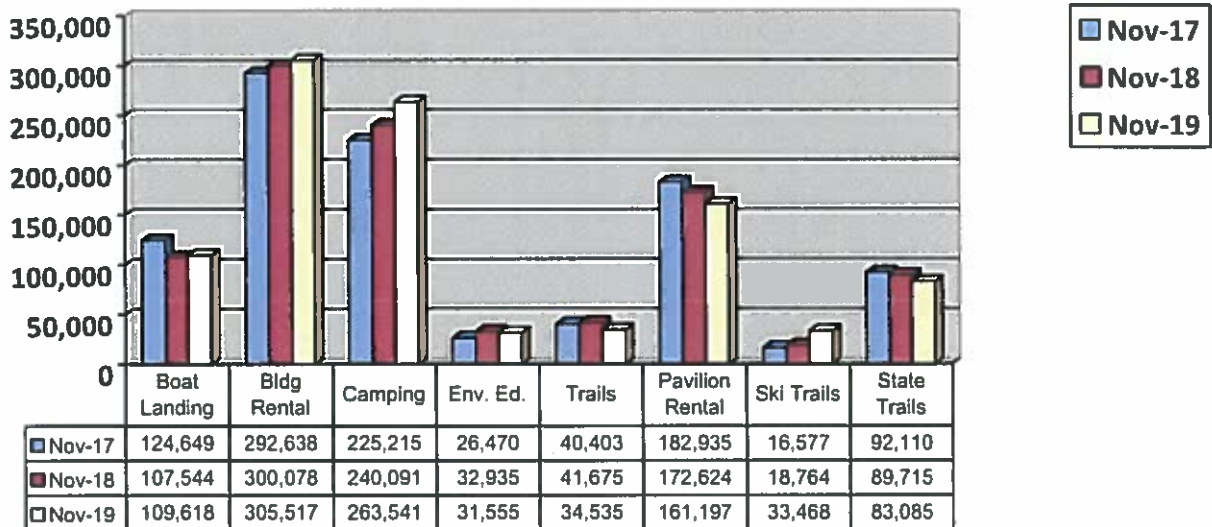
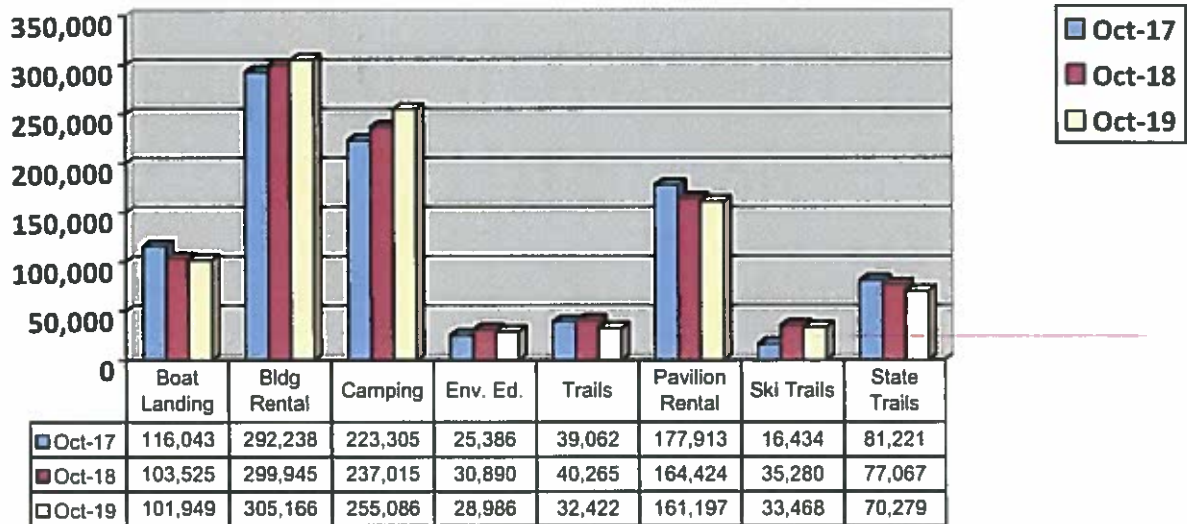
Facebook Likes

*Note: Data through November 30, 2019.



Brown County Parks Revenue Comparison

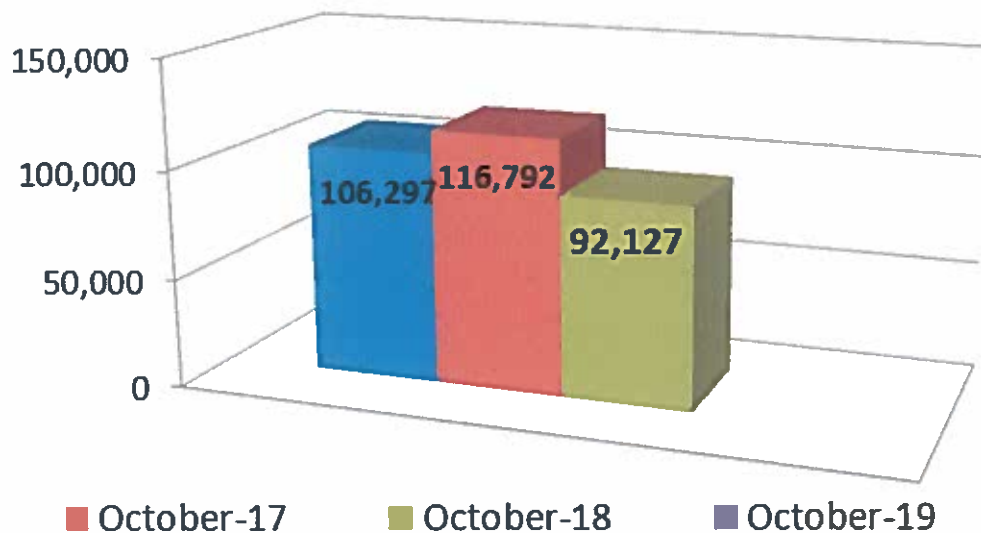
*Numbers are not final or audited



Park Attendance by Location

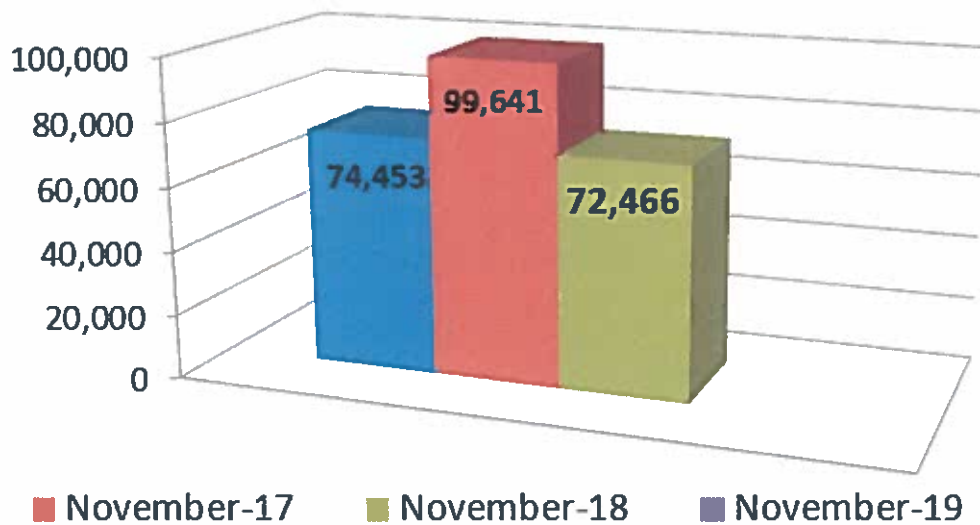
BROWN COUNTY PARK USAGE - ATTENDANCE SUMMARY

| <u>Park Location</u> | <u>October 2017</u> | <u>October 2018</u> | <u>October 2019</u> |
|------------------------------|---------------------|---------------------|---------------------|
| Barkhausen | 9,083 | 5,921 | 16,323 |
| Bay Shore Park | 14,475 | 0 | 18,859 |
| Brown County Park / Dog Park | 3,752 | 0 | 5,426 |
| Fairgrounds | 8,987 | 2,775 | 1,741 |
| Fonferek's Glen | 2,700 | 2,005 | 5,813 |
| Fox River Trail | 9,625 | 0 | 14,388 |
| Lily Lake | 2,175 | 3,076 | 1,535 |
| Mountain-Bay Trail | 3,155 | 0 | 3,400 |
| Neshota Park | 3,554 | 1,846 | 1,561 |
| Pamperin Park | 22,576 | 92,408 | 13,360 |
| Reforestation Camp | 18,658 | 6,504 | 6,185 |
| Suamico Boat Launch | 4,907 | 0 | 1,156 |
| Way-Morr Park | 1,530 | 1,480 | 1,090 |
| Wequiock Falls | 1,120 | 777 | 1,290 |
| Monthly Grand Totals | 106,297 | 116,792 | 92,127 |



BROWN COUNTY PARK USAGE - ATTENDANCE SUMMARY

| <u>Park Location</u> | <u>November 2017</u> | <u>November 2018</u> | <u>November 2019</u> |
|------------------------------|----------------------|----------------------|----------------------|
| Barkhausen | 10,761 | 10,887 | 7,595 |
| Bay Shore Park | 6,277 | 0 | 225 |
| Brown County Park / Dog Park | 2,007 | 0 | 5,068 |
| Fairgrounds | 2,230 | 2,018 | 632 |
| Fonferek's Glen | 2,780 | 2,260 | 2,403 |
| Fox River Trail | 7,522 | 0 | 14,666 |
| Lily Lake | 1,180 | 3,042 | 860 |
| Mountain-Bay Trail | 2,148 | 0 | 3,355 |
| Neshota Park | 2,784 | 2,677 | 2,410 |
| Pamperin Park | 18,673 | 69,630 | 32,261 |
| Reforestation Camp | 14,016 | 5,967 | 1,753 |
| Suamico Boat Launch | 1,560 | 0 | 448 |
| Way-Morr Park | 1,605 | 1,900 | 0 |
| Wequiock Falls | 910 | 1,260 | 790 |
| Monthly Grand Totals | 74,453 | 99,641 | 72,466 |



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Brown County Library Report September 2019

Library Mission:
Brown County Library is a catalyst for community advancement.

Strategic Priorities

County-Wide Successes

An All-Staff Development Day featured updates from Library Board trustee, Kathy Pletcher; crucial conversations practice; collections update, a tour of Central Library; a cybersecurity presentation by August Neverman (BCDoTS) and BadgerLink training with DPI staff.

Adult Services Manager and IT Specialist presented at Tech Days in Appleton (a mini-conference for libraries that focuses on technology). They presented on our new software for tracking performers/speakers, Agile CRM.



The Friends hosted Antiques Roadshow appraiser, Mark Moran, who shared the histories and values of items brought in by registrants. This program was a mini fundraiser for the Friends of the Library, with a portion of each registration fee benefiting the Friends.



A promotion for National Library Card Sign Up Month entered those who registered for a new library card or referred a friend to apply for a new library into a random drawing to win a \$50 gift card. Over 500 new cards were issued as a result.

Central Library Successes

Community meetings this month: Central Youth Services staff represented BCL at various meetings and events to share information and resources: Grandparents as Parents Coalition (coordinated by ADRC); NEW LGBTQ+ Roundtable Meeting on September 7 (at NWTC); Brown County Early Screening Team (coordinated by Brown County Health Dept.).

Pride Alive! Over 350 people visited the library's information booth and Bookmobile at this annual event on Saturday, September 14. (Rescheduled from July due to major storm.)

Children's and Teen Summer Reading Adventure 2019. Staff at all locations provided feedback on our completed Summer Reading Adventure, with notes for next year, through an online survey and a joint meeting of the Youth Services and Teen Services on September 12.

Summer Teen Volunteers. Statistics were finalized – 55 teen volunteers contributed 909.75 hours at the Central Library alone from June to August. These teens staffed the Summer Reading Adventure sign-up and prize station and assisted with a wide variety of events. (These numbers don't include the adults who volunteered with Central Youth Services activities this summer.) After summer, the teens were mailed information about opportunities to continue to volunteer during the school year.

| Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural Awareness | Management Goal |
|--------------------------------|------------------------------|---|---------------------------|-----------------|
| | | | | x |
| | | | | x |
| | | | | |
| | | | | x |
| x | | | x | |
| | | | x | |
| x | | | | |
| x | x | | | |

Library Mission:
Brown County Library is a catalyst for community advancement.

Adult Services staff hosted an outreach table at the downtown Green Bay Farmer's Market on Saturday, September 7. They distributed events calendars, card applications, and brochures for resources such as Libby, the Local History Series, Axis 360, RBDigital and Rosetta Stone, as well as processing one library card application and checking out two books! More than 70 people stopped in the tent to talk, ask questions, etc. 10,000 people attend the market every week, so the library as exposed to a significant portion of the community! Comments made from people there included: "It's so nice to see the library here!" "I already use the library but I had to stop in and let you know I think the library is one of the best institutions we have!" "My friend has been telling me about Libby. I'm glad you were here so I could learn more about it!"



Award-winning poet Estrella Lauter was the guest for the "Why Poetry?" event that explored modern poems. Seven people attended and surveys were very positive. One attendee shared contact info for his local poetry writing group and made connections with a couple of attendees who are now planning to join that group.

A story: A gentleman came in and asked if he could send a fax. When he was told it would cost \$2/page, he said that he couldn't afford that, as he was going to need to send a fax every day for a week or two. Staff offered to show him how to scan to his email for free. He thanked her profusely and said, "You guys are awesome!" Then, he came back a few minutes later and asked if he could be walked through the email process again because he wanted to email a copy of our locations and hours brochure to his friend, who was also interested in coming here to use the scanner. He was very pleased with the hours we are open, and was really grateful that he could use the scanner without having to sign up for a library card.

A total of 6,119 holds were pulled at Central this month! That's a lot of happy customers!

| Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural Awareness | Management Goal |
|--------------------------------|------------------------------|---|---------------------------|-----------------|
| X | | | | X |
| | | | | |
| | | X | | |
| | | | | |
| | | | | X |
| X | | | | |



Brown County Library Report September 2019

Strategic Priorities

Library Mission:
Brown County Library is a catalyst for community advancement.

Ashwaubenon Branch Successes

The ADRC provided a Purple Angels refresher training at a branch staff meeting.



A banned books display was set up all month on our main octagon display and it proved to be a great talking point to bring awareness to Banned Books week. There were so many good discussions and comments about the display that staff kept a tally every time someone asked about it and there was a total of 90 interactions! One person even commented "I love your displays." We had another parent who checked out one of the books for her kid saying that this is important to talk about.

Denmark Branch Successes



A "no knead" artisan bread making program demonstrated how anyone can make this foolproof bread!

East Branch Successes



A special storytime celebrated 50 years of Sesame Street with stories, song, and crafts.

Kress Family Branch Successes



Literary Palette program continues to be successful. Milk and Honey, September's read/project, drew a group of participants ranging from teens to seniors – and included some new faces!

Pulaski Branch Successes

The Exotic Animal Storytime was a huge hit with kids enthralled with all the creatures. One in particular was a giant tropical bird with beautiful plumage.

Southwest Branch Successes

A former English/Spanish Conversation group participant shared that the group was really important to her, and although her schedule keeps her from attending now, she misses it. She uses some of the Spanish she learned with her Spanish-speaking coworkers. Another older gentleman just started attending. He's looking for ways to complement his Spanish learning. His mother is Mexican and spoke Spanish in the home while he was growing up. He regrets never learning Spanish and is looking for opportunities to do so now. He is very appreciative of the group.

| Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural Awareness & Diversity | Management Goal |
|--------------------------------|------------------------------|---|---------------------------------------|-----------------|
| | | | X | |
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Brown County Library Report September 2019

Library Mission:
Brown County Library is a catalyst for community advancement.

Strategic Priorities

| Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural Awareness & Diversity | Management Goal |
|--------------------------------|------------------------------|---|---------------------------------------|-----------------|
| x | | | | |
| | | | x | |
| | | | | x |
| | | x | x | |
| x | | | | |
| | | | | |
| x | | | | |

Jackson Elementary contacted the library to set up regular visits while their library is being renovated. Visits are being scheduled and new library cards for students are being processed.

Weyers-Hilliard Branch Successes

The new sidewalk at the rear of the building is completed and will give access to the back patio area. Two picnic tables and a trash/recycling receptacle will be installed, encouraging patrons to use all of our wonderful library spaces- inside and out.

Staff members focused on outreach this month as part of the library's Sign-Up Card campaign. Staff was at the Green Bay Farmer's Market and the West Side YMCA (twice) to promote library services.

Passive Activity for the win- our regular puzzle/solver/Sudoku board lover/computer user struck up a conversation with an elderly patron (who is a regular) and took the time today to teach her how to play Sudoku. It was a fun interaction to see!



A Grandparents storytime celebrated the value they bring to the family dynamic, particularly in today's culture. After storytime, grandparents were invited to sit with their littles in our photo booth area and came away with a printed 4x6 photo as a memento.

Wrightstown Branch Successes

Students and teachers from St. Clare School (4K-8) have been visiting the Branch every other week to check out materials. Additionally, the 4K students attend storytime every other week. St. Clare's does not have its own library, so the visits are important.



Brown County Library Report October 2019

Strategic Priorities

Library Mission:
Brown County Library is a catalyst for community advancement.

County-Wide Successes



Staff, from several locations, attended the annual Wisconsin Library Association conference, and attended sessions and made connections with librarians from throughout the state. The Weyers-Hilliard manager presented on WLA's Leadership Development Institute. The Weyers-Hilliard's Youth Services librarian, the library's IT Specialist and Cataloging Librarian presented on the Picture Book Neighborhood Project.

Communications and Library Program Manager attended the Wisconsin Downtown action Council's Annual Fall Summit held in downtown Green Bay. A particular program on the Central Social District highlighted how libraries are increasingly important components of downtowns and downtown revitalizations because they attract residents and create vibrant experiences for visitors.

Central Library Successes



BCL's fourth annual family-friendly Comic Con! On Saturday, October 5, the Central Library thronged with 1100 kids, teens and adults participating in a wide variety of activities. This event featured: Recorded interviews for UWGB's Serious Fun podcast; award-winning writer Martha Wells; award-winning comics artist Gene Ha; table-top and role-playing games; a costume contest; a cartoon-fueled concert by The Shake Ups; appearances by the 501st Legion (Star Wars reenactors); an Artist Alley; hands-on crafting; and food trucks. This event was supported by the Friends of the Brown County Library and community partners including Powers Comics, Gnome Games and Lion's Mouth Bookstore.

Mystery Writer's event at National Railroad Museum: Teen Services Librarian participated in this annual event by book-talking teen mysteries and grisly non-fiction to the 80 participating 6th-8th graders. She did so on a train passenger car, dressed in costume, with props including a skull illustrating how railroad worker Phineas Gage's brain was pierced by a railroad spike, a wound he survived for many years (you'll want to read this nonfiction book: *Phineas Gage: A Gruesome but True Story About Brain Science*). The Bookmobile also participated in the event.



School field trips to Central Library: GBAPS's N.E.W. School of Innovation opened this year near the Central Library; and their charter school John Dewey Academy also moved to that location. Over 100 middle and high school students from both schools have been getting library cards, making trips to the library to borrow books and participating in library tours/orientations with BCL's Teen Services Librarian. Plus, teachers are making use of the library's Teacher/Custom Collection service. In addition, 32 field trips were arranged for all classes at Howe Community School to visit the Central Library this school year, for various presentations. Central Youth Services staff updated Central's Field Trip brochure for Pre-K through grade 12.

| Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural Awareness & Diversity | Management Goal |
|--------------------------------|------------------------------|---|---------------------------------------|-----------------|
| | | | | x |
| | | | | x |
| | | | | |
| x | | x | | |
| x | | | | |
| x | | | | |



Brown County Library Report October 2019

Library Mission:


Brown County Library is a catalyst for community advancement.

Strategic Priorities

| Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural Awareness & Diversity | Management Goal |
|--------------------------------|------------------------------|---|---------------------------------------|-----------------|
| x | | | | |
| x | | | | |
| x | | x | | |
| | | | | x |
| | | | | x |
| | | | | |

Multiple Copy Collection updated and announced for 2019-2020 school year. Teachers and group leaders can choose from more than 70 titles for various grade and reading levels, borrowing multiple copies of the same title for group reading and discussion. One title added this year is *The Birchbark House*, by Louise Erdrich, a well-researched historical fiction book set on one of Wisconsin's Apostle Islands. An annotated list of titles can be found on the BCL website. More than 3000 books are borrowed each year from this collection.

"Reimagining School Readiness" Project. Wisconsin is one of the first states to participate in a national expansion of the Bay Area Discovery Museum's (California) "Reimagining School Readiness Toolkit," with federal grant funding through the Institute of Museum and Library Services. BCL Youth Services Librarian was one of 50 Wisconsin librarians who participated in a one-day training workshop to gain the most recent research-based strategies that public libraries can use to building key early learning skills through fun, everyday activities for ages 0-8. Details will be shared with other BCL staff.


 **"Kindness Rocks" Author Visit and rock painting.** This Saturday, October 19, event -- attended by 62 kids and their adults -- is part of Central's efforts to provide a variety of free weekend and early evening activities for families. A "Going on a Ghost Hunt" storytelling hike around the outside of the library, and related crafts, drew 30 on the first snowy evening of the year, and the library presented activities at the literacy-themed EAT event at the Children's Museum of Green Bay, which was free for low-income families and held on Tuesday evening October 1.

Circulation staff pulled 7,173 holds for patrons from Central this month - that's a lot of happy customers!

Over 360 new cards were issued at Central in October! Welcome to our new users!

Fun reference questions for the month:
An elderly patron who was looking for a new book called "Super Human", where the author claims he will live to 180. This patron wanted to read the book in order to live longer so he could walk around the earth at the equator, as he wants to get into the book of Guinness World Records!

An older gentleman who approached the desk and very confidently announced "I need a nerd!" To which staff responded, "You came to the right place; how can I help you?" His granddaughter had given him her old computer, but never removed her user account. Staff found him a book on Windows 10, and marked the chapter that gave step-by-step instructions for deleting/adding user accounts, which he then took downstairs to checkout.

 Our favorite simple reference question of the month: What car did Starsky and Hutch drive? (Answer: a Ford Gran Torino)



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Brown County Library Report October 2019

Library Mission:
Brown County Library is a catalyst for community advancement.

Strategic Priorities

| Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural Awareness & Diversity | Management Goal |
|---|------------------------------|---|---------------------------------------|-----------------|
| Reference Librarian Sue Simenz, who had worked at BCL for over 40 years, retired on October 16th. She will be greatly missed! | | | | |
| Staff helped our IT Specialist, as he prepared new laptops. Adult Services is testing the new laptops before they roll out system-wide. So far they are working wonderfully! | | | | x |
|  Pulitzer Prize-winning author, David Maraniss, presented at a special dinner event as part of the 31 st annual Local History Series. A signed copy of his book, "A Good American Family," was included with a paid ticket. This was David's 5 th appearance at the library. | | | | |
| Professor Michael McDonnell from Sydney Australia presented on his book, "Masters of Empire," at the Local History Series as part of the James Madison lecture series. This is the first time this lecture series has traveled to northeast Wisconsin. This was sponsored by the Wisconsin Historical Society. | | | | |
| Other Local History Series programs included talks on Jean Nicolet, a Navajo Code Talker performance, the Great War in Wisconsin, Belgian History, and the Green Bay Packers. Nearly 900 people attended the series. | | x | x | |
| Ashwaubenon Branch Successes Jackson Elementary is sending over school groups for biweekly library visits and checkouts while their school library is being remodeled. The kids will take the city bus. We are happy to support them while they are without library service. | | | | |
| A customer stopped at the desk today and said how much she loves the center display. "I always find great books on that display and have found several new authors as a result!" | x | | | |
|  The branch hosted Valley View Elementary School's Reading Night after hours at the branch. 110 people came to meet Captain Underpants, get library cards, and learn more about the library. This is a great partnership. The principal and teachers were really happy with the turnout. | x | | | |
| 23 people attended a program on CBD Oil. There seems to be a lot of interest in the community at the moment about this subject. | | | | |
| 65 people attended storytime with Little Critter. | | | | |



Library Mission:
Brown County Library is a catalyst for community advancement.




Brown County Library Report October 2019

Library Mission:
Brown County Library is a catalyst for community advancement.


Strategic Priorities

| Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural & Diversity Awareness | Management Goal |
|--------------------------------|------------------------------|---|---------------------------------------|-----------------|
| | | | | |
| | | x | | x |
| | | | | |
| | x | | | |
| | | | | |
| | | | | |
| | | x | | |
| | | | | |
| | | x | | |

Pulaski Branch Successes
The branch is creating an outcome driven avenue for participation in the Pulaski Chamber of Commerce's Frost Fest Community Event this year (in year's past we have been successful as being a venue for the event, but we'd like to take on a more active role).

Southwest Branch Successes
 **Facebook post - Library Stories featured a customer from SW.** It reads:
Miriam was new to the city and searched for "libraries near me". Google sent her to our Southwest Branch and on the road to a new career. "Well, I just moved to Green Bay I didn't have a laptop at home so I came to the library. I liked that it was nice and small so I could really focus and get my work done. I applied for a position at the University of Wisconsin-Green Bay for their Study Abroad Coordinator. I found all the librarians to be super helpful in getting all of my materials together and figuring out how to do things and adding so much more time to my computer usage. Then I got the position and they continued to be helpful getting all my documents submitted so that I could be on my way to a bright future. I love reading. I have found librarians to always have innate wisdom into finding you good books and things that kind of make you a better person. This is the first library card I've had since I was 10. Once I got into high school and college there were assigned books, I used the libraries there but not really going out into the libraries but now that I'm out of college and I'm not forced to read, I can read for leisure. I'm trying to get through The New Jim Crow by Alexander. She is so intelligent it's like being back in college. I have to reprogram my brain because before that I did a Mary Higgins Clark, Cry in the Night. I always read every year, the Chronicles of Narnia. My mom started reading that to me when I was about five and every year I re-read them."
#whatyourlibrarystory #yourplaceBCL #UW-Green Bay

Weyers-Hilliard Branch Successes
The branch participated in a Nationwide Solar Tour, featuring information about green energy and solar panels. A library display featured books about the topic and an interactive live feed of data from our solar panels. Coffee and supplemental handouts were offered.

 **Pirate Week:** During the first week of October, the branch put on a series of events and passive programs that dovetailed with Bay Port High School's Homecoming. Themed activities included: making message in a bottle keepsakes, minute-to-win-it themed games, literacy-based scavenger hunt, pre-literacy picture hunt, pep rally storytimes, and a month long theme of interactive games and challenges in our activity corner.

Wrightstown Branch Successes
The Murder Mystery at Wrightstown brought in 20 people (including having one group on a waiting list). Most participants were from Wrightstown, however, there were at least four participants who are regular customers at other branches. Staff worked with community businesses to get discounted or donated food, so was able to provide a full dinner event with the mystery.

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Brown County Library Report October 2019

Library Mission:
Brown County Library is a catalyst for community advancement.

As part of a BCL-wide library card sign-up pilot project with area schools, staff reached out to Wrightstown Elementary School and received more than 130 children's library card applications!

Wrightstown had a group of tweens/teens attend the UKE 101 class the second night it was offered. Historically, it has been difficult to attract tweens and teens to the library, so the attendance and interest in this class was particularly encouraging.



Staff represented the library at the Village of Wrightstown's annual Fall Festival, during which they interacted with about 280 people. Their booth included drop zone and giant Jenga with candy prizes. Additionally, they distributed library fliers and displayed non-book circulating items. This is the first year the library had a presence at the event. Five new library cards were issued, and a number of people learned about the library.

Strategic Priorities

| Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural & Diversity Awareness | Management Goal |
|--------------------------------|------------------------------|---|---------------------------------------|-----------------|
| x | | | | |
| | | x | | |
| | x | x | | |



**Neville Public Museum Director's Report
Education & Recreation Committee Brown County Board of Supervisors
For Monday, December 16, 2019
Submitted Monday, December 9, 2019**

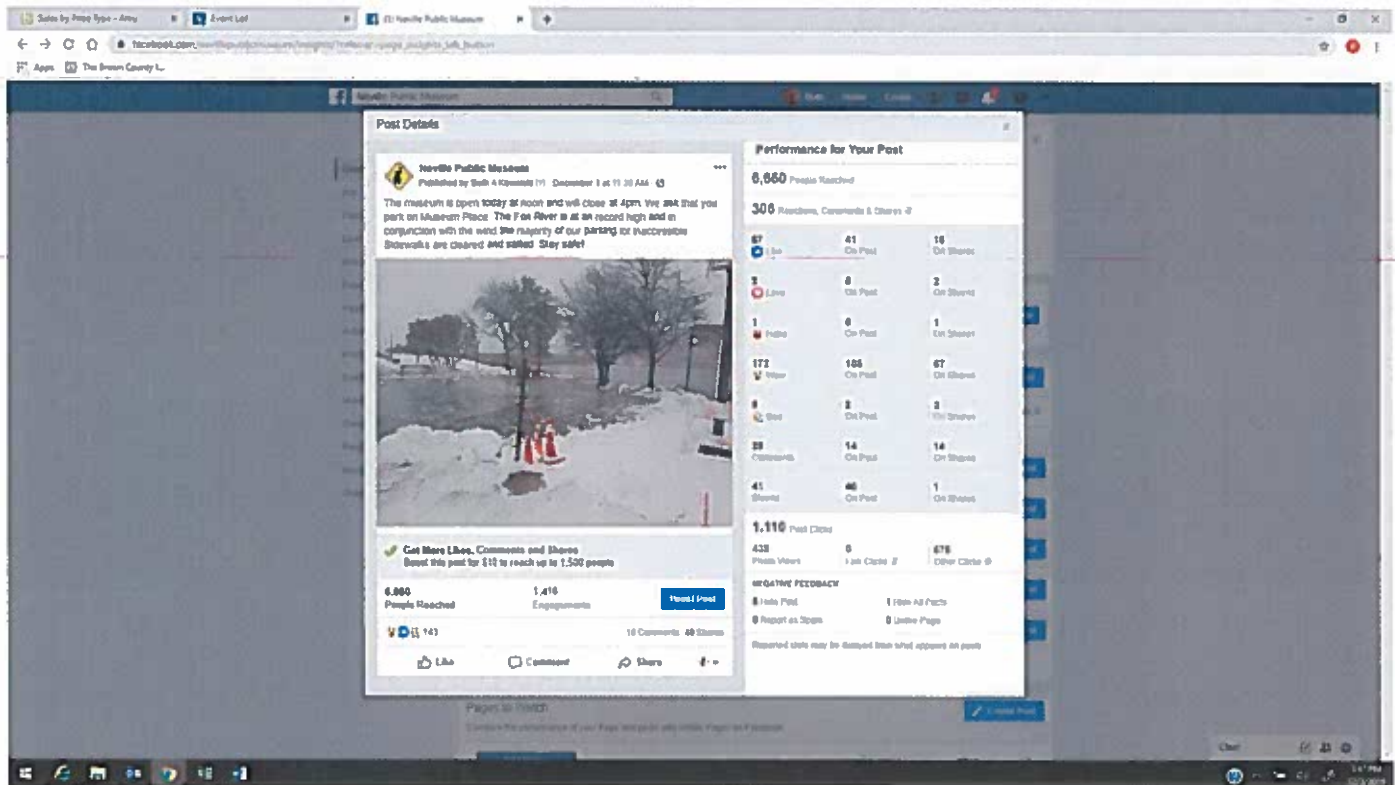
Operations:

Since our last meeting, we hosted our twelfth Explorer Wednesday for Brown County residents, opened "Gun & Gowns: 200 years of Fashion and Firearms," opened "Holiday Memories of Downtown Green Bay," opened "Green Bay Area Public Schools: Fine Arts Pathway Schools Display," welcomed public art "Loggers" to the museum grounds, oversaw escarpment wall refurbishment and installation of the custom artifact cases in the Core Gallery.

Focus On Collections: These mechanical elves and bear were recently acquired from the City of Green Bay. They were originally part of the annual holiday display inside the Port Plaza Mall. Unlike their older cousins from H.C. Prange Co., these moving figures are in better shape mechanically.



Social Media Success Story of the Month: The museum is open today at noon and will close at 4pm. We ask that you park on Museum Place. The Fox River is at a record high and in conjunction with the wind the majority of our parking lot inaccessible. Sidewalks are cleared and salted. Stay safe!



This post has resulted in 6,660 views and 1,416 engagements (306 reactions and 1110 post clicks to website).

Neville Public Museum Online Photo Sales <http://photos.nevillepublicmuseum.org/>

| | Sessions | Users | Page Views | Bounce Rate |
|----------------------------|----------|-------|------------|-------------|
| 2019 | | | | |
| November | 710 | 590 | 15,471 | 39.15% |
| October | 619 | 494 | 19,655 | 37.00% |
| September | 580 | 422 | 12,058 | 41.90% |
| August | 984 | 823 | 21,056 | 45.53% |
| July | 693 | 562 | 14,902 | 37.23% |
| June | 542 | 428 | 10,612 | 42.25% |
| May | 599 | 490 | 12,665 | 41.07% |
| April | 985 | 729 | 18,206 | 37.64% |
| March | 1470 | 1094 | 26,826 | 37.76% |
| February | 749 | 957 | 17,133 | 42.53% |
| January | 1192 | 902 | 35,408 | 39.35% |
| 2018 | 10,989 | 7,570 | 254,136 | 40.74% |
| 2017 | 11,025 | 7,999 | 211,921 | 37.33% |
| 2016 | 12,332 | 8,539 | 190,446 | 37.79% |
| July 2015-Dec. 2015 | 7,413 | 5,410 | 116,072 | 51.03% |

Neville Public Museum Website www.nevillepublicmuseum.org

| | Visits | Page Views |
|-------------|--------|------------|
| 2019 | | |
| November | 36,852 | 49,120 |
| October | 37,524 | 50,053 |
| September | 33,182 | 46,783 |

| | | |
|----------|--------|--------|
| August | 35,036 | 45,580 |
| July | 34,395 | 44,650 |
| June | 33,397 | 42,889 |
| May | 32,657 | 41,714 |
| April | 31,031 | 40,824 |
| March | 33,164 | 48,821 |
| February | 28,467 | 36,600 |
| January | 40,530 | 50,342 |

2018 total visits = 448,784 and total views = 598,152

2017 total visits = 431,095

2016 total visits = 207,917

2015 total visits = 204,431

2014 total visits = 131,438 (*62% increase over 2013)



Neville Public Museum Facebook

2019 November

Daily Page People Engaged 2,976

The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Daily Total reach (cumulative for the month) 51,952

2019 October

Daily Page People Engaged 2,827

The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Daily Total reach (cumulative for the month) 51,576

2019 September

Daily Page People Engaged 4,299

The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Daily Total reach (cumulative for the month) 77,871

August

Daily Page People Engaged 2,700

The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Daily Total reach (cumulative for the month) 41,125

July

Daily Page People Engaged 3,597

The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Daily Total reach (cumulative for the month) 60,358

June

Daily Page People Engaged 2,938

The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Daily Total reach (cumulative for the month) 58,053

May

Daily Page People Engaged 2,393

The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Daily Total reach (cumulative for the month) 43,861

April

Daily Page People Engaged

3,753

The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Daily Total reach (cumulative for the month) 65,525

March

Daily Page People Engaged

5,234

The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Daily Total reach (cumulative for the month) 85,955

February

Daily Page People Engaged

3,875

Daily Total reach (cumulative for the month) 57,965

January

Daily Page People Engaged

3,601

Daily Total reach (cumulative for the month) 61,341

| | 2014 | | 2015 | | 2016 | | 2017 | | 2018 | |
|--------|----------------------|-------------|----------------------|-------------|----------------------|-------------|----------------------|-------------|----------------------|-------------|
| | Daily People Engaged | Total Reach | Daily People Engaged | Total Reach | Daily People Engaged | Total Reach | Daily People Engaged | Total Reach | Daily People Engaged | Total Reach |
| TOTALS | 24712 | 1127429 | 36981 | 833877 | 34517 | 582321 | 36250 | 604503 | 44707 | 765751 |

Temporary Exhibits



Guns and Gowns: Explore 200 years of fashion and firearms in *Guns and Gowns*. The exhibit will feature gowns from different eras and firearms from the same time period. Experience hands-on how technology and conflict have influenced the two industries over time. (October 26, 2019 – January 2021)



Holiday Memories of Downtown Green Bay: The animated figures that once adorned the H.C. Prange's department store windows are featured in this exhibit along with the *Enchanted Forest*, the *Snow Babies* and charming forest animal collections. Visit the Children's Only Shop, Santa and *Bruce the Spruce*, the loveable talking Christmas tree who once chatted with holiday shoppers at Prange's. (November 23, 2019 – January 12, 2020)

15'



Green Bay Area Public Schools: Fine Arts Pathway Schools Display

Featuring over 250 pieces of student artwork from the Fine Arts Institute at East High, Washington Middle School for the Arts, and Webster Elementary. (November 20, 2019—February 2, 2020)



105th Green Bay Art Colony Exhibition

Featuring a wide array of mediums, the 2020 exhibition of the Green Bay Art Colony will draw inspiration from the museum's artifacts and exhibition displays. (January 25—March 29, 2020)

Youth Art Month

Experience the many creative works of art by students in grades K through 12 from 19 counties in Northeast Wisconsin. This multi-media exhibit, sponsored by the Wisconsin Art Education Association, highlights Youth Art Month, a national celebration sponsored by The Council for Art Education. The annual celebration emphasizes the value of art education for all children and encourages support for quality art programs in Wisconsin schools. Selected works from this exhibit will move onto the state exhibit in Madison. (January 11-February 9, 2020)

Hindsight is 20/20

In collaboration with the Museum and the Northeast Wisconsin Technical College Artisan and Business Center this exhibit will include works in all mediums and will be created by students and faculty. It will be displayed using cases and new gridwork on the second floor mezzanine. (March 7-May 31, 2020)

An Artistic Discovery

An Artistic Discovery is an annual exhibition of high school art sponsored by the United States Congress in each congressional district in the nation. Featured at the Neville are artworks from students in Wisconsin's Eighth Congressional District. This is a juried exhibition of artworks based on guidelines developed by the US Congress. The first-prize winning artist has his or her artwork displayed in the US Capitol for one year alongside winners from around the country. (April 4-May 17, 2020)

Amazing Dinosaurs!

Amazing Dinosaurs! recounts the rise and fall of the dinosaurs. Featuring exciting interactive displays, life-like recreations and authentic dinosaur fossils that may be touched by visitors, the traveling exhibit will transport you to an era long before humans were earth's dominant species. (May 23—November 8, 2020)

Upcoming Events

Bruce the Spruce 04-Dec-2019

Children Only Shop 04-Dec-2019

NPM Astronomical Society Meeting: Year in Review 04-Dec-2019

Winter Warm-Up: West De Pere High School Jazz Combo 04-Dec-2019

Bruce the Spruce 07-Dec-2019

Children Only Shop 07-Dec-2019

Winter Warm Up: Pulaski High School 07-Dec-2019

Bruce the Spruce 14-Dec-2019

[Children Only Shop 14-Dec-2019](#)
[Winter Warm-Up: Denmark High School Vocal Ensemble 14-Dec-2019](#)
[Bruce the Spruce 18-Dec-2019](#)
[Children Only Shop 18-Dec-2019](#)
[Winter Warm-Up: West De Pere High School Jazz Combo 18-Dec-2019](#)
[Bruce the Spruce 21-Dec-2019](#)
[Children Only Shop 21-Dec-2019](#)
[Bruce the Spruce 28-Dec-2019](#)
[Rockin' New Year's Eve 31-Dec-2019](#)
[Neville Cellar Series Session 1: German Doppelbock 07-Jan-2020](#)
[SPARK! 21-Jan-2020](#)
[Neville Cellar Series Session 2: Czech Imperial Pilsner 04-Feb-2020](#)
[Explorer Wednesday: Paper Dolls 05-Feb-2020](#)
[SPARK! 18-Feb-2020](#)
[Neville Cellar Series Session 3: Irish Extra Red Ale 03-Mar-2020](#)
[Explorer Wednesday: Paper Dolls 04-Mar-2020](#)
[SPARK! 17-Mar-2020](#)
[Explorer Wednesday: Animal Masks 01-Apr-2020](#)
[SPARK! 21-Apr-2020](#)
[Explorer Wednesday: Animal Masks 06-May-2020](#)
[SPARK! 19-May-2020](#)
[Explorer Wednesday: Amazing Dinosaurs 03-Jun-2020](#)
[SPARK! 16-Jun-2020](#)
[Explorer Wednesday: Independence Day 01-Jul-2020](#)
[SPARK! 21-Jul-2020](#)
[Explorer Wednesday: Amazing Dinosaurs 05-Aug-2020](#)
[SPARK! 18-Aug-2020](#)
[Explorer Wednesday: Amazing Dinosaurs 02-Sep-2020](#)
[SPARK! 15-Sep-2020](#)
[Explorer Wednesday: Sugar Skull Jars 07-Oct-2020](#)
[SPARK! 20-Oct-2020](#)
[Explorer Wednesday: Thanksgiving 04-Nov-2020](#)
[SPARK! 17-Nov-2020](#)

Neville Public Museum Attendance and Revenue Comparison

| | 2015 | | 2016 | | 2017 | | 2018 | | 2019 | |
|---------------|---------------|-------------------|---------------|-------------------|---------------|----------------------|---------------|---------------------|---------------|--------------------|
| | Attendance | Admission Revenue | Attendance | Admission Revenue | Attendance | Admission Revenue | Attendance | Admission Revenue | Attendance | Admission Revenue |
| January | 3,847 | \$ 8,068.50 | 2,358 | \$ 6,866.50 | 2,504 | \$ 6,942.00 | 6,808 | \$24,888.00 | 2,015 | \$6,717.00 |
| February | 4,597 | \$ 8,394.00 | 2,642 | \$ 6,138.00 | 2,984 | \$ 6,437.00 | 3,295 | \$7,749.50 | 2,544 | \$5,074.00 |
| March | 3,375 | \$ 6,749.00 | 3,828 | \$ 9,645.50 | 3,703 | \$ 10,835.25 | 4,757 | \$10,527.50 | 4,228 | \$9,387.50 |
| April | 2,981 | \$ 4,080.00 | 4,757 | \$ 7,675.00 | 4,436 | \$ 6,470.50 | 4,826 | \$6,547.00 | 3,690 | \$6,295.50 |
| May | 3,275 | \$ 4,777.50 | 3,963 | \$ 5,623.00 | 4,338 | \$ 6,243.50 | 3,521 | \$5,068.50 | 3,069 | \$4,956.00 |
| June | 3,212 | \$ 6,432.75 | 3,795 | \$ 9,047.50 | 3,885 | \$ 9,918.50 | 3,589 | \$7,916.50 | 3,495 | \$7,005.00 |
| July | 2,913 | \$ 6,682.00 | 4,092 | \$ 13,177.50 | 3,482 | \$ 8,957.50 | 3,631 | \$9,294.00 | 2,987 | \$7,171.50 |
| August | 3,388 | \$ 8,064.00 | 4,802 | \$ 15,136.50 | 3,586 | \$ 10,096.00 | 3,469 | \$8,835.00 | 3,292 | \$5,721.50 |
| September | 2,251 | \$ 3,778.00 | 2,986 | \$ 5,410.00 | 3,303 | \$ 7,269.50 | 2,848 | \$5,695.00 | 2,171 | \$4,859.00 |
| October | 3,668 | \$ 5,426.00 | 3,848 | \$ 6,561.50 | 4,295 | \$ 12,327.50 | 4,215 | \$9,461.00 | 2,408 | \$6,519.44 |
| November | 4,031 | \$ 7,390.00 | 3,928 | \$ 5,970.50 | 5,746 | \$ 12,035.50 | 4,457 | \$8,360.00 | 3,148 | \$7,866.38 |
| December | 4,980 | \$ 9,126.50 | 6,146 | \$ 14,184.50 | 7,128 | \$ 17,055.00 | 5,330 | \$12,644.00 | | |
| TOTALS | 42,518 | \$78,968 | 47,145 | \$106,436 | 49,390 | \$ 114,587.75 | 50,746 | \$116,986.00 | 33,047 | \$71,572.82 |

Neville Public Museum Attendance and Revenue October 2019

| Date | Day | Admission | Guided Tours | Distance Learning | Self-Guided Tours | UWEX | Facility Rental/Meeting Attendees | Event/Program Attendance | Total Attendance | Total Admission Revenue (Net) | Total Facility Rental Revenue | Waived fees for Brown County Department Meeting Room | OUTREACH |
|-------|-----------|-----------|--------------|-------------------|-------------------|------|-----------------------------------|--------------------------|------------------|-------------------------------|-------------------------------|--|----------|
| 1 | Tuesday | 29 | | | | | 57 | | 86 | \$77.50 | | \$125.00 | |
| 2 | Wednesday | 19 | | | | | 20 | | 39 | \$35.00 | \$90.00 | | |
| 3 | Thursday | 34 | | | | | | | 34 | \$136.50 | | | |
| 4 | Friday | 34 | | | | | | | 34 | \$73.00 | | | |
| 5 | Saturday | 103 | | | | | | 39 | 142 | \$371.00 | | | |
| 6 | Sunday | 20 | | | | | | | 20 | \$93.00 | | | |
| 7 | Monday | | | | | | | | 0 | | | | |
| 8 | Tuesday | 33 | | | | | | | 33 | \$160.50 | | | |
| 9 | Wednesday | 46 | | | | | | | 46 | \$84.00 | | | |
| 10 | Thursday | 30 | | | | | | | 30 | \$122.00 | | | |
| 11 | Friday | 49 | | | | | | | 49 | \$217.00 | | | |
| 12 | Saturday | 74 | | | | | 9 | | 83 | \$270.50 | | \$125.00 | |
| 13 | Sunday | 72 | | | | | | | 72 | \$332.00 | | | |
| 14 | Monday | | | | | | 6 | | 6 | | | | |
| 15 | Tuesday | 49 | | | | | 27 | 15 | 91 | \$167.50 | \$101.25 | | |
| 16 | Wednesday | 22 | | | | | 58 | 91 | 171 | \$91.00 | | | |
| 17 | Thursday | 26 | 12 | | | | | | 38 | \$172.00 | | | |
| 18 | Friday | 42 | | | | | | | 42 | \$177.50 | | | |
| 19 | Saturday | 78 | | | | | | | 78 | \$223.00 | | | 800 |
| 20 | Sunday | 23 | | | | | | | 23 | \$93.00 | | | |
| 21 | Monday | | | | | | | | 0 | | | | |
| 22 | Tuesday | 68 | | | | | 25 | | 93 | \$241.00 | | \$125.00 | |
| 23 | Wednesday | 48 | | | | | | | 48 | \$147.00 | | | |
| 24 | Thursday | 64 | 15 | | | | | | 79 | \$303.50 | | | |
| 25 | Friday | 77 | | | | | | 110 | 187 | \$1,616.44 | | | |
| 26 | Saturday | 77 | | | | | 43 | | 120 | \$329.00 | \$161.25 | | |
| 27 | Sunday | 79 | | | | | | | 79 | \$314.00 | | | |
| 28 | Monday | | | | | | | | 0 | | | | |
| 29 | Tuesday | 61 | | | | | 13 | | 74 | \$265.50 | | \$125.00 | |
| 30 | Wednesday | 54 | 22 | | | | 165 | | 241 | \$281.50 | \$105.00 | | |
| 31 | Thursday | 22 | | | | | | | 22 | \$52.00 | | | |
| TOTAL | | 1,507 | 49 | 0 | 0 | 0 | 526 | 326 | 2,408 | \$6,519.44 | \$465.00 | \$500.00 | 800 |

| | |
|------------------------------|-------|
| September Total Attendance | 2,171 |
| September Outreach | 515 |
| September Grand Total Served | 2,686 |

| | |
|----------------------------|-------|
| October Total Attendance | 2,408 |
| October Outreach | 800 |
| October Grand Total Served | 3,208 |

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Neville Public Museum Attendance and Revenue November 2019

| Date | Day | Admission | Guided Tours | Distance Learning | Self-Guided Tours | UWEX | Facility Rental/Meeting Attendees | Event/Program Attendance | Total Attendance | Total Admission Revenue (Net) | Total Facility Rental Revenue | Volunteer for Open House Department Meeting Room use | OUTREACH |
|----------------------------|-----------|-----------|--------------|-------------------|-------------------|------|-----------------------------------|--------------------------|------------------|-------------------------------|-------------------------------|--|----------|
| 1 | Friday | 44 | | | 95 | | | 130 | 269 | \$1,765.38 | | | |
| 2 | Saturday | 105 | | | | | 17 | | 122 | \$338.00 | \$250.00 | | |
| 3 | Sunday | 50 | | | | | 40 | | 90 | \$209.00 | \$125.00 | | |
| 4 | Monday | | | | 20 | | | 43 | 63 | \$50.00 | | | |
| 5 | Tuesday | 111 | | | | | | | 111 | \$535.50 | | | 3700 |
| 6 | Wednesday | 122 | 20 | | 15 | | 35 | 87 | 262 | \$420.50 | | | |
| 7 | Thursday | 49 | 32 | | | | | 121 | 202 | \$306.00 | | | 20 |
| 8 | Friday | 114 | | | 7 | | | | 121 | \$498.50 | | | |
| 9 | Saturday | 128 | | | | | | | 128 | \$554.00 | | | 300 |
| 10 | Sunday | 66 | | | | | | | 66 | \$220.50 | | | |
| 11 | Monday | | | | | | 8 | 115 | 123 | | | | |
| 12 | Tuesday | 27 | | | | | 76 | 58 | 161 | \$154.00 | | | |
| 13 | Wednesday | 15 | | | | | | 92 | 107 | \$28.00 | | | |
| 14 | Thursday | 9 | | | | | 9 | | 18 | \$14.00 | | | |
| 15 | Friday | 18 | | | | | | | 18 | \$41.00 | | | |
| 16 | Saturday | 49 | 28 | | | | 16 | 4 | 97 | \$266.50 | \$125.00 | | |
| 17 | Sunday | 33 | | | | | | | 33 | \$52.50 | | | |
| 18 | Monday | | | | 30 | | | | 30 | \$30.00 | | | |
| 19 | Tuesday | 16 | | | | | | | 16 | \$40.00 | | | 100 |
| 20 | Wednesday | 14 | 60 | | | | 97 | 148 | 319 | \$197.50 | \$407.75 | | |
| 21 | Thursday | 13 | | | | | | 58 | 71 | \$37.50 | | | |
| 22 | Friday | 33 | 74 | | | | | | 107 | \$284.50 | | | |
| 23 | Saturday | 118 | | | | | 4 | 95 | 217 | \$556.00 | \$296.50 | | 2500 |
| 24 | Sunday | 78 | | | | | | | 78 | \$250.00 | | | |
| 25 | Monday | | | | | | | | 0 | | | | |
| 26 | Tuesday | 31 | | | | | | | 31 | \$108.00 | | | |
| 27 | Wednesday | 37 | | | | | | | 37 | \$152.00 | | | |
| 28 | Thursday | | | | | | | | 0 | | | | |
| 29 | Friday | 37 | | | | | | | 37 | \$152.00 | | | |
| 30 | Saturday | 179 | | | | | | | 179 | \$565.50 | | | |
| TOTAL | | 1,514 | 214 | 0 | 167 | 0 | 302 | 951 | 3,148 | \$7,866.38 | \$1,204.25 | \$0.00 | 6620 |
| October Total Attendance | | | | 2,108 | | | | Nov Total Attendance | 3,148 | | | | |
| October Outreach | | | 800 | | | | | November Outreach | 6,620 | | | | |
| October Grand Total Served | | | 3,208 | | | | | Nov Grand Total Served | 9,768 | | | | |

15

January 15, 2020

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION TO APPROVE STATE TRAIL CONNECTOR EASEMENT

WHEREAS, Brown County ("County") is the holder of a Trail Management Easement interest regarding the Fox River State Recreational Trail ("Trail"). Said easement interest affords the Brown County Parks Department ("Trail Manager") the ability to construct, develop, maintain and operate the Trail; and

WHEREAS, in accordance with said Trail Management Easement, as well as other documents relating thereto, the County is required to consent to any additional easements/access permits/agreements granted by the Owner of the Trail, i.e., the Wisconsin Department of Natural Resources ("DNR"), provided that the Trail Manager, who has final authority over issues relating to the management of the Trail corridor, is notified and consulted with in advance; and

WHEREAS, upon due notification to and consultation with the Trail Manager, the DNR desires to enter into a Trail Connector Easement ("Easement"), attached hereto and incorporated herein by reference, with City of De Pere ("Permittee") as the Permittee desires an easement along the east side of the right-of-way which would automatically terminate with two consecutive years of non-use; and

WHEREAS, pursuant to the Easement, City of De Pere as Permittee, is required to submit a construction plan to the Trail Manager, and may not begin work regarding said construction plan unless and until written approval from the Trail Manager is granted and received. The Permittee is also required to obtain all necessary permits, approvals, and licenses

prior to starting work, and to comply with all applicable federal, state, and local laws, rules and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby consents to the attached Easement between the Wisconsin Department of Natural Resources and City of De Pere being entered into, and hereby authorizes and directs the Brown County Executive to execute the Easement, indicating the County's acceptance of and consent to the terms and conditions of the Easement.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

EDUCATION & RECREATION
COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

20-005R

Authored by Parks Department

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|--------------|---------|------|------|---------|---------|
| SIEBER | 1 | | | | |
| DE WANE | 2 | | | | |
| NICHOLSON | 3 | | | | |
| HOYER | 4 | | | | |
| GRUSZYNSKI | 5 | | | | |
| LEFEBVRE | 6 | | | | |
| ERICKSON | 7 | | | | |
| BORCHARDT | 8 | | | | |
| EVANS | 9 | | | | |
| VANDER LEEST | 10 | | | | |
| BUCKLEY | 11 | | | | |
| LANDWEHR | 12 | | | | |
| DANTINNE, JR | 13 | | | | |

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---------------|---------|------|------|---------|---------|
| BRUSKY | 14 | | | | |
| BALLARD | 15 | | | | |
| KASTER | 16 | | | | |
| VAN DYCK | 17 | | | | |
| LINSEN | 18 | | | | |
| KNEISZEL | 19 | | | | |
| DESLAURIERS | 20 | | | | |
| TRAN | 21 | | | | |
| MOYNIHAN, JR. | 22 | | | | |
| SUENNEN | 23 | | | | |
| SCHADEWALD | 24 | | | | |
| LUND | 25 | | | | |
| DENEYS | 26 | | | | |

PARKS

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600



Matt Kriese

PHONE: (920) 448-6242 FAX: (920) 448-4054

ASSISTANT PARKS DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 12/2/2019
REQUEST TO: Education and Recreation Committee & Executive Committee
MEETING DATE: 12/16/2019 & 1/6/2020
REQUEST FROM: Matt Kriese
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION TO APPROVE UNDERGROUND ELECTRIC LINE EASEMENT AGREEMENT

ISSUE/BACKGROUND INFORMATION:

The WI DNR is the owner of the Fox River Trail, and the County holds a Trail Management Easement. This resolution authorizes the County to approve a 12-foot wide recreational connector trail to provide pedestrian access from the Pine Trail Crossing Subdivision to the Fox River State Trail. The City of De Pere will construct, operate and maintain this access path.

ACTION REQUESTED:

Request to Approve this Resolution

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? _____
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

| Document Number | Document Title |
|-----------------|----------------|
|-----------------|----------------|

State of Wisconsin
Department of Natural Resources
P.O. Box 7921
Madison, WI 53707

STATE TRAIL CONNECTOR EASEMENT

Wis. Stats. ss. 23.09(10) and 27.01(2)(g)

Base document - CE 9716
Updated conditions - LaTS 37422

THIS STATE TRAIL CONNECTOR EASEMENT, ("Easement") made by and between the State of Wisconsin Department of Natural Resources ("Grantor") and the City of De Pere ("Grantee").

RECITALS

WHEREAS, Grantor is the owner of the former railroad corridor now known as the Fox River State Trail ("Trail" or the "Premises");

WHEREAS, the Grantee desires to construct, operate, maintain, and repair a 12-foot-wide recreational connector trail to provide pedestrian and non-motorized access from the Pine Trail Crossing Subdivision on a portion of the Premises ("Easement Area"), described as follows:

Township 22 North, Range 20 East, City of De Pere, Brown County, Wisconsin

Section 3: Part of the Southwest (SW 1/4) Quarter of the Northwest (NW 1/4) Quarter of said Section 3, more particularly described as follows:

A 12-foot-wide easement strip is described as follows:

Commencing

The Easement Area is 44 feet in length, 0.012 acres, and is shown on attached "Exhibit A".

NOW, THEREFORE, the undersigned Grantor does hereby grant to the Grantee, its successors and assigns, for and in consideration of the sum of Five Hundred and no/100ths Dollars (\$500.00), receipt of which is hereby acknowledged by the Grantor, a non-exclusive Easement to construct, operate, maintain, and repair a recreational connector trail ("Connector Trail") under, across, and through the above-described Easement Area.

It is understood by the Grantor and the Grantee that this grant of non-exclusive Easement is subject to the following conditions:

1. The Grantor and the Grantee confirm and agree that the recitals set forth above are true and correct and incorporate the same herein for all purposes.
2. Brown County is the owner and holder of a Trail Management Easement on the Premises for the construction, development, maintenance and operation of the Trail by the Brown County Parks Department (hereinafter referred to as the "Trail Manager"). When notification is required herein regarding the installation, use and maintenance of the Connector Trail, the Trail Manager instead of the

Recording Area

Return: Department of Natural Resources
Bureau of Facilities & Lands - LF/6
P.O. Box 7921
Madison, WI 53707-7921
Attn: William Peterson (CE)

Parcel Identification Number (PIN):
R-41

Commented [RMKL1]: City of De Pere is drafting legal description based on the Pine Trail Crossing Subdivision plat.

Grantor shall be the point of contact, as the Trail Manager has control and authority over issues relating to the management of the Trail.

3. The Grantor grants and conveys to Grantee a non-exclusive Easement for the installation, construction, operation, inspection, maintenance, repair, removal, and replacement of the Connector Trail within the Easement Area. Any additional improvements other than those described herein, will require the prior written approval of the Grantor, which may require a new easement or an expansion of the Easement Area.
4. This Easement is limited to the Grantee and is not transferrable to a third-party, except after written notification and consent of Grantor provided, however, that Grantee may assign this Easement to its affiliate with notice to Grantor. For purposes of this section, "affiliate" means any entity that directly or indirectly owns or controls, is owned or controlled by, or is under common ownership or control with Grantee. The Grantee will not have the right to allow additional physical co-location of facilities by unaffiliated third parties without the prior written consent from the Grantor, which may require an amendment to the Easement or a new easement.
4. The Easement shall be non-exclusive, and the Grantor may use the Easement Area and may lease or convey other easements to one or more other person(s), company(ies) or other entity(ies); provided that any such subsequent use, lease or conveyance shall not interfere with the Grantee's rights.
5. The Grantee shall submit a written notification of project commencement to Grantor's Trail Manager at least 5 working days prior to initiation of any tree and brush clearing, installation, construction, maintenance, repair, removal or replacement work on the Easement Area. The Grantor's Trail Manager has final authority over issues relating to the management of the Premises, including but not limited to changes in the Trail surface (e.g. asphalt impervious surfaces).
6. Grantor grants to the Grantee the right to enter upon the Grantor's Premises outside of the Easement Area for the purpose of gaining access to the Easement Area for the purpose of installing, operating, maintaining, repairing, removing, or replacing the Connector Trail and for the performance of any and all other such acts necessary for the proper installation, maintenance, repair, removal and replacement of said Connector Trail.
7. The Grantee may cut, trim and remove any brush, trees, logs, stumps or branches on the Premises which by reason of their proximity may endanger or interfere with the Connector Trail or the operation thereof. Any such undertakings shall be done with the prior written approval and under the supervision of the Trail Manager. Accepted arborist pruning removal and equipment practices must be adhered to and all waste debris, stumps and slash must be removed and disposed of by the Grantee in a manner acceptable to the Trail Manager offsite before project completion. When the removal of a tree is permitted, the stump shall be cut flush with the ground or be removed. All trees having a commercial value, including firewood, shall be cut in standard lengths and piled conveniently by the Grantee, for disposal, by sale or otherwise, by the Trail Manager.
8. All signage placed by the Grantee for purposes of project activities and said Connector Trail shall have prior written approval from the Grantor.
9. The Grantee shall maintain the Premises in a decent, sanitary and safe condition during construction, installation, operation, maintenance, repair, removal and replacement, and at no time shall the Grantee allow its work to cause a hazard or unsafe conditions on the Easement Area.
10. The Grantee is responsible for determining if there are any existing utility lines located within the

Easement Area. Grantee is responsible for any and all damages, costs or liabilities that result from any damages caused by the Grantee to existing utility lines located within the Easement Area.

12. This Easement does not relieve Grantee from the responsibility to comply with all applicable federal and state laws and local ordinances affecting the design, materials or performance of the permitted activity and does not supersede any other governmental requirements for plan approval or for authority to undertake the permitted activity or exercising any other rights granted herein.
13. The Grantee agrees not to violate any term or condition stated herein. In the event of a violation, the Grantor will give written notice to the Grantee of the violation(s) and the Grantee will have 30 days to cure the violation(s); provided, however, that in the event that the cure of such violation cannot be accomplished within such 30-day period despite diligent and continuing efforts by the Grantee, the time to cure the violation may be extended for a reasonable amount of time to permit the Grantee to complete the cure. In the event the violation(s) has not been cured to the reasonable satisfaction of the Grantor within the time frame allowed, the Grantor, at the Grantor's discretion, shall have the right to declare this Easement terminated, and shall have the right to take full control of the Easement Area, without hindrance or delay, and may use its legal remedies for recovery from the Grantee of all damages caused by the violation of this Easement by the Grantee.
14. The Easement shall automatically terminate, without right of reentry, upon:
 - a. Grantee's express abandonment of the Easement Area; or
 - b. An implied abandonment as evidenced by the non-use by Grantee of the Easement Area for a consecutive period of 2 years.
15. The Grantee assumes and agrees to protect, indemnify and save harmless the Grantor, agents, officers and employees from and against any and all claims, demands, suits, liability and expense by reason of loss or damage to any property or bodily injury including death, arising directly or indirectly from:
 - a. The construction, installation, operation, maintenance, existence, use, repair, removal and replacement of the Connector Trail on the Premises;
 - b. Any defect in the Connector Trail or failure thereof;
 - c. Any act or omission of the Grantee, its agents or employees while on or about the Easement Area or any of Grantor's adjoining lands;
 - d. Grantee's exercise of any and all rights, duties and responsibilities granted by this Easement; and/or
 - e. Any defect of insufficiency of title or authority of the Grantor to convey this Easement.
16. At all times the Grantee shall be required to provide the Grantor adequate evidence of financial responsibility to meet the liabilities, losses, demands and actions from which the Grantee is required to meet. Evidence of adequate financial responsibility shall be either appropriate evidence that the Grantee is self-insured and has sufficient resources to provide coverage equivalent to an insurance policy having combined single limits of not less than \$500,000.00 or, alternatively, evidence of an appropriate insurance policy having combined single limits of not less than \$500,000.00. Upon request, the Grantee shall furnish the Grantor the requisite certificate, or other proof of insurance showing that the Grantor and its officers, employees and agents, are named as additional insureds under the insurance policy. The Grantor may require greater evidence of resources or higher limits of insurance coverage if it determines that greater coverage is reasonably required to cover the risks presented by the underground line. The Grantee shall furnish the Grantor evidence of adequate financial responsibility on or before the effective date of the Easement. If at any time the Grantor determines that the Grantee has not provided adequate evidence of financial responsibility, the Grantee shall immediately suspend any construction, installation, operation, maintenance, repair, removal or replacement on the Easement Area(s) until adequate evidence of financial responsibility is again provided to the Grantor.

17. All notices or other writings this Easement requires to be given, or which may be given, to either party by the other shall be deemed to have been fully given when made in writing and deposited in the United States mail, prepaid and addressed as follows:
 - a. To the Grantor: Wisconsin Department of Natural Resources, Bureau of Facilities and Lands, WDNR, 101 South Webster Street, Madison, WI 53707. Phone Number (608) 266-2136.
 - b. To the Trail Manager: Brown County Parks Department, PO Box 23600, Green Bay, WI 54305 Phone Number: 920-448-4464.
 - c. To the Grantee: City of De Pere, Public Works Department, 925 S. Sixth Street, De Pere, WI 54115. Phone Number: (920) 339-4060.
 - d. The address to which any notice, demand, or other writing may be given, made or sent to any party as above provided may be changed by written notice given by such party as above provided.
18. The Grantor retains management, supervision and control over the Easement Area for the purpose of enforcing Chapter NR 45, Wis. Adm. Code, which governs the conduct of visitors to state lands and provides for the protection of the natural resources, as well as other pertinent state laws, when needed to protect the Easement Area or the general public.
19. The Grantor does not represent or warrant that title to the Easement Area is free and clear of all encumbrances or that it will defend the Grantee in its peaceful use and occupancy of the Easement Area.
20. In event of a necessary relocation of the Connector Trail, whether initiated by the Grantor, a Railroad with an interest in the Trail, the Grantee, or any other entity, the costs associated with relocating the Connector Trail shall be borne by the Grantee.
21. This Easement shall be binding on the parties hereto and their successors and assigns, as limited by condition 5, above.
22. This Easement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.
23. This Easement sets forth the entire understanding of the Grantor and the Grantee and may not be changed except by a written document executed and acknowledged by the Grantor and the Grantee.
24. If any term or condition of this Easement shall be deemed invalid or unenforceable, the remainder of this Easement shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.
25. Enforcement of this Easement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Easement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Easement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the non-prevailing party to the extent authorized by law.
26. Additional Terms and Conditions specifically pertinent to this Easement will be valid if enumerated below:
 - a. Relating to installation, construction, operation, maintenance, and replacement work within the Easement Area, work shall be completed as follows:
 - i. Other than as otherwise permitted herein, the Trail should remain open for public use at all times. Trail closures will not be allowed during snowmobile season and may not be allowed at certain times during bicycling season depending on planned events, activities, or volume of use. All

closures must be coordinated with the Trail Manager and a well-marked Trail Manager-approved alternative re-route must be established by Grantee. Any trail closure of more than 1 day may be done only with prior written permission of the Trail Manager.

- ii. If the Trail must be blocked at any time due to safety, a flag person must be present or appropriate signage must be installed such that Trail users are informed of the blockage and an acceptable detour (if needed) must be provided by the Grantee so users can pass through safely. Grantee shall not use the Trail right-of-way for backing of any equipment unless a flag person is present and directing trail traffic.
 - iii. Warning signs, lights, or such other safety markers as necessary shall be placed informing trail users of any construction work or as otherwise directed by the Trail Manager.
 - iv. If needed, as determined by the Trail Manager, Grantee shall place passable barricades at entry points for trail users that require Trail users to substantially reduce their speed and proceed single file. Barricade points must include signs stating that construction activities are taking place along the trail, listing a reduced speed limit, and indicating 2-way, single-file traffic.
 - v. All excavated holes must be adequately marked and properly barricaded at all times by the Grantee and warning signs must be placed and maintained by Grantee a safe distance ahead in both directions. Any excavations on or near the Trail shall be covered nightly and in no case shall construction obstruct or interfere with Trail use over a weekend period.
 - vi. All excavated holes shall be filled in and made level with the original grade by the Grantee prior to project activity completion.
 - vii. Insofar as is practicable and when the Grantor requests other than during the initial construction or due to an emergency situation, the Grantee shall schedule any construction work in an area used for recreational purposes at times when the ground is frozen in order to prevent or reduce soil compaction. All work will be conducted to minimize soil disturbance. All rutting will be repaired, and the Premises restored as promptly as possible by Grantee following its work. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent must be utilized to access installation, construction, maintenance, or replacement locations.
 - viii. Any and all ground settling, or trail surface damage caused by the exercise of the Grantee's rights within a 2-year period from the date of installation or any maintenance is the sole responsibility of the Grantee and must be restored or repaired to pre-construction or better conditions using the same type and quality materials as approved by the Trail Manager. Upon failure to perform by the Grantee within 20 days of notification by the Trail Manager of needed repairs or restoration, repairs or restoration may be contracted by the Trail Manager and the Grantee shall be liable for all costs associated with such repairs and restoration.
 - ix. Grantee shall take extreme care to avoid disturbing other facilities on the Easement Area, including drainage and wetlands, if any. All stormwater and land disturbance regulations and code shall be followed and permitted accordingly. No work may be done that increases drainage onto the Grantor's Premises and adjoining lands without prior approval.
 - x. Grantee shall not park or store any vehicles or equipment on the Trail right-of-way at any time unless authorized in writing by the Trail Manager.
 - xi. No additional connections will be made to the Trail without Grantor's approval.
- b. Conveyance of this Easement may be encumbered by federal or state railroad interest and subject to future restoration and reconstruction of the right-of-way for rail purposes consistent with Section 208 of the National Trails System Act Amendment of 1983, Publ. L. No. 98-11 (16 U.S.C. 1247(d)) or Wis. Stat. s. 85.09, including possible termination of this Easement, and subject to reservations, exceptions and leases, agreements and permits authorized by the former railroad company or the Owner prior to the execution of this Easement. The Grantor shall provide written notice of the necessity for the reestablishment of railroad, which may result in the termination of this Easement upon the discretion of the railroad. The Grantee shall: (1) not materially change the grade or topography of the Easement Area; (2) not construct and install or remove any permanent improvement which violates American Railway

Engineering and Maintenance-of-Way Association ("AREMA"), or its successors' published practices and procedures or would make such reestablishment of railroad impracticable; and (3) not allow the installation of any facility, above or below grade that does not conform to AREMA's standards or clearances for railroads.

- c. If any portion of the Trail is damaged or destroyed by the Grantee, the Grantee shall be solely responsible to repair and restore the damaged area in a timely, workmanlike manner, using the same type and quality materials that meet the Grantor's Trail Design Standards and guidelines and as approved by the Trail Manager. The Grantee agrees to reimburse the Grantor for any property damage to the Grantor's Premises that may arise from the construction, maintenance, or use of the Connector Trail on the Grantor's described lands.
- d. Use of pesticides and herbicides shall only be allowed with the prior written permission of the Grantor which shall not be unreasonably withheld, delayed or denied. Any pesticides or herbicides used as part of a management plan must conform to the Forest Stewardship Council list found at <https://ic.fsc.org/en/our-impact/program-areas/forest-program/pesticides>. Grantee shall report to the Grantor (i.e. property manager and the DNR Pesticide Use Team), at least annually, the chemicals that will and have been applied on the Premises and the Easement Area(s), including the date, product trade name, active ingredient(s) and corresponding CAS number(s), purpose, rate, location with a map, total area treated and total amount of chemicals.

END OF CONDITIONS.

IN WITNESS WHEREOF, the Grantor has caused this Easement to be executed on its behalf this ____ day of _____, 2019.

State of Wisconsin
Department of Natural Resources
For the Secretary

By _____ (SEAL)
Terry H. Bay
Bureau Director - Facilities and Lands

State of Wisconsin)
) ss.
Dane County)

Personally came before me this ____ day of _____, 2019, the above named Terry H. Bay, Bureau Director for Facilities and Lands, State of Wisconsin Department of Natural Resources, to me known to be the person who executed the foregoing instrument and acknowledged that he executed and delivered the same as for the act and deed of said Department of Natural Resources.

Aubrey Johnson
Notary Public, State of Wisconsin
My Commission (expires)(is) _____

CONSENT TO EASEMENT

IN WITNESS WHEREOF, Brown County, c/o Troy Streckenbach, County Executive, Northern Building, 305 E. Walnut St., Room 120, Green Bay, WI 54301, being the holder of an easement interest which is for the construction, operation and management of the Fox River State Trail by virtue of said Easement between the State of Wisconsin Department of Natural Resources and Brown County as recorded on August 28, 2000 as Document No. 1769733 and as recorded on December 12, 2001 as Document No. 1863067 all in Brown County Records against said Premises, does hereby acknowledge, join in and consent to this underground electric line and natural gas line easement on this _____ day of _____, 2019.

Brown County

By: _____ (SEAL)

Troy Streckenbach
Brown County Executive

State of Wisconsin)
) ss.
Brown County)

Personally appeared before me this _____ day of _____ 2019, the above named Troy Streckenbach, County Executive, to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

*
Notary Public, State of Wisconsin
My commission (expires) (is) _____

*Please print names

IN WITNESS WHEREOF the Grantee has agreed to and caused this easement to be executed on its behalf this _____ day of _____, 2019.

City of De Pere

By _____ (SEAL)
Scott Thoresen
Public Works Director

State of Wisconsin)
) ss.
Brown County)

Personally appeared before me this _____ day of _____ 2019, the above named Scott Thoresen – Public Works Director, to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

Notary Public, State of Wisconsin
My commission (expires) (is) _____

* Please print name.

This instrument drafted by:
State of Wisconsin
Department of Natural Resources

- 10 -

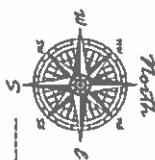
EXHIBIT A

DRAFT



Pine Trail Crossing

44 of Lot 1, Volume 52, Canceled Survey Maps, Page 138, Map No. 4330, Doc. No. 263429, Brown County Records, and part of the Southeast 1/4 of the Northwest 1/4 in Section 3, T28N-R12E, in the City of De Pere, Brown County, Wisconsin



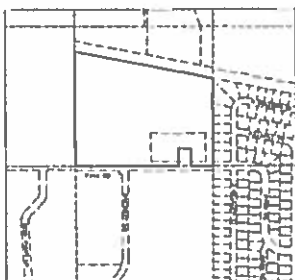
Legend

- [illegible]

★110★

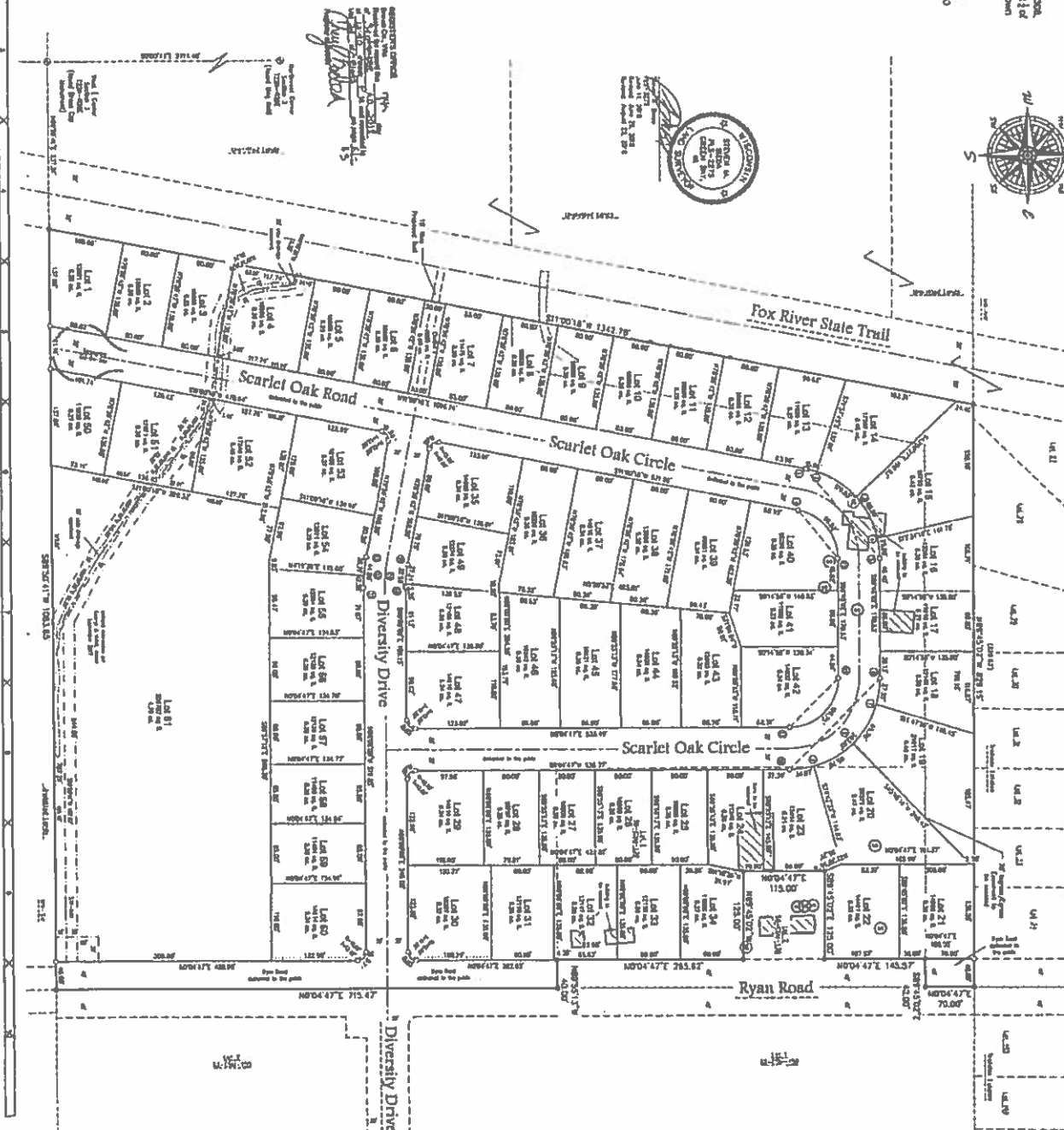
The family has made good use of the money and for long have been leading a comfortable life. Family Planning and Land Services has been useful at every stage.

Location Sketch



Section 3, T22N-R20E
Not to Scale

There is no objection to the plan with respect to
 234.12, 234.14, 234.20 and 234.21 (1) and (2), Wm.
 State, as provided for, 234.12, Wm. State.
 Considered September 28, 1918
 Remitt. Party
 Department of Agriculture



Basgig Investors, LLC

Mau & Associates, LLP
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd, Green Bay, WI 54313

Final Plat

TAX PARCEL NO. ED-427-1, ED-427-2

SCALE
1"=80'

26 MAR 61

| | | |
|------------------------|---------------------|-----------------------|
| PROJECT NO. D-16511 | SHEET NO. 1 of 3 | DRAWING NO. P-2372 |
|------------------------|---------------------|-----------------------|

At of Lot 1, Volume 54, Certified Survey Map, Page 134, Map No. 8550, Doc. No. 2934679, Brown County Records, and part of the Southwest 1/4 of the Northwest 1/4 in Section 1, T23N42E, in the City of De Pere, Brown County, Wisconsin

Graphic Scale

[illegible]

through referenced to the final two of the
 apartment /17, obligated to be 2070577



Mau & Associates, LLP
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9570 Website: www.mau-associates.com
400 Security Blvd, Green Bay, WI 54313

TAX PARCEL NO. 12-027-1, 12-027-2

24 MAR 1972

18

Pine Trail Crossing

All of Lot 1, Volume 58, Certified Survey Map, Page 138, Map No. 8208, Doc. No. 2674529, Brown County Records, and part of the Southwest 1/4 of the Northwest 1/4, in Section 3, T22N-42DE, in the City of De Pere, Brown County, Wisconsin.



Legend

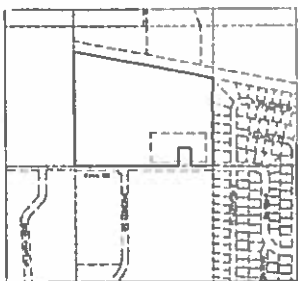
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③ ☐ single ☐ double
☐ sampling ☐ drilling
☐ wetland ☐ gravel
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④ ☐ no

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Cherrywood

Location Sketch

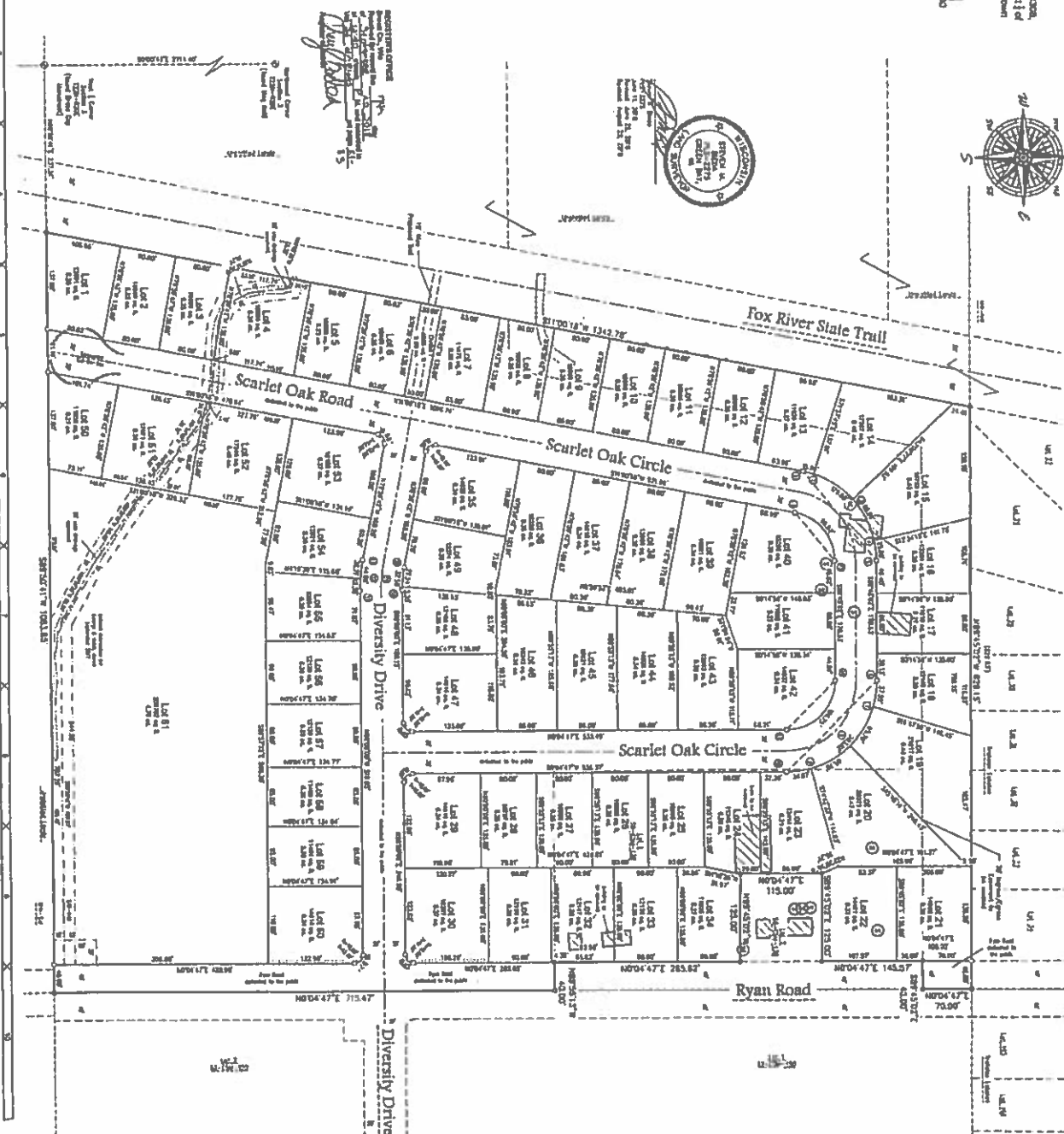
Section 3, T22N-R20E
Not to Scale

Taxes are pre-adjusted to the jurisdiction required by
C, 204.1, 204.6, 204.9 and 204.11 (1) and (2), W.A.
State, as provided by a 215.12, W.A. State.

Certified September 28, 2018

Ramona P. Dwyer

Representative of AIAWA-7000



Mau & Associates, LLP
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd, Green Bay, WI 54313

Final Plat

SCAU
17=80

24 mg qd

18

PROJECT NO.
D-16511
SHEET NO.
1 of 3
DRAWING NO.
P-2372

All of Lot 1, Volume 58, Certified Survey Maps, Page 138, Map No. E533, Doc. No. 2824629, Brown County Records, and part of the Southwest 1/4 of the Northwest 1/4, in Section 3, T22N420E, in the City of De Pere, Brown County, Wisconsin



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The Casidy lampwork used in the artwork is from and has not been been found used in the Casidy Pottery and is not a Casidy Pottery product. The Casidy Pottery is not a Casidy Pottery product.



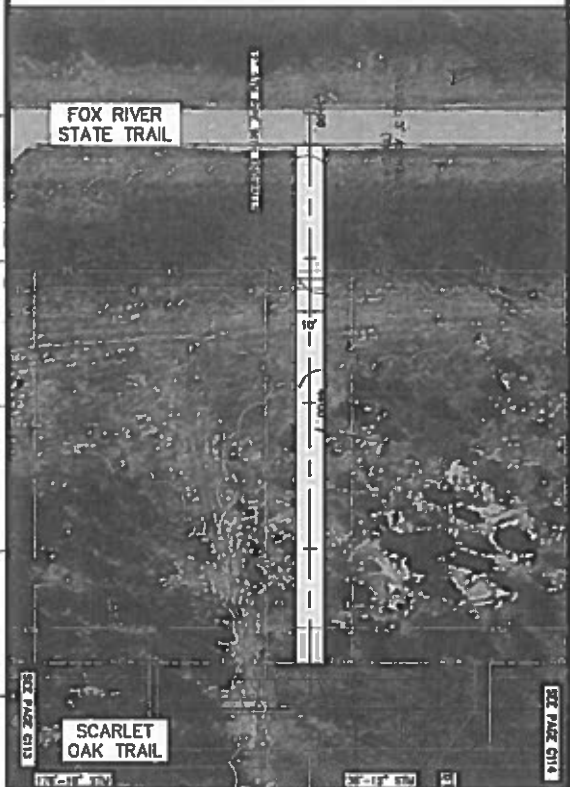
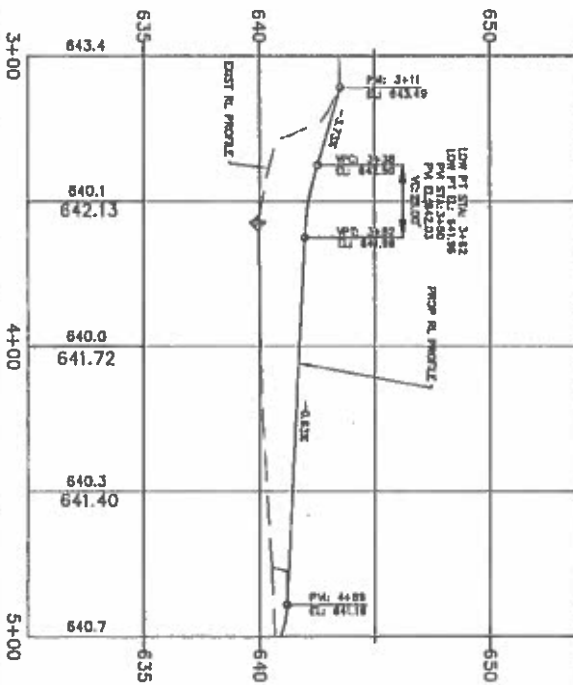
CITY OF DE PERE
ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920-339-4061 FAX 920-339-4071

CITY OF DE PERE

**SCARLET OAK TRAIL
PATH TO FOX RIVER STATE TRAIL**

NAME: TRAIL CROSSING UTILITY
 PROJECT: PALE TAIL CONSTRUCTION
 1B-16

| | DATE | REMARKS | ISSUES | PAGE NO. |
|---|--------|---------|--------|----------|
| 1 | 1/1/71 | 1/1/71 | 1/1/71 | C15 |
| 2 | 1/1/71 | 1/1/71 | 1/1/71 | R2 |



January 15, 2020

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO APPROVE ELECTRIC LINE EASEMENT
REGARDING THE FOX RIVER STATE TRAIL**

WHEREAS, Brown County ("County") is the holder of a Trail Management Easement interest regarding the Fox River State Recreational Trail ("Trail"). Said easement interest affords the Brown County Parks Department ("Trail Manager") the ability to construct, develop, maintain and operate the Trail; and

WHEREAS, in accordance with said Trail Management Easement, as well as other documents relating thereto, the County is required to consent to any additional easements/access permits/agreements granted by the Owner of the Trail, i.e., the Wisconsin Department of Natural Resources ("DNR"), provided that the Trail Manager, who has final authority over issues relating to the management of the Trail corridor, is notified and consulted with in advance; and

WHEREAS, upon due notification to and consultation with the Trail Manager, the DNR desires to enter into a Underground Electric Line and Line Easement ("Easement"), attached hereto and incorporated herein by reference, with Wisconsin Public Service Corporation ("Permittee") as the Permittee desires a permanent easement upon, within and beneath Trail; and

WHEREAS, pursuant to the Easement, Wisconsin Public Service Corporation as Permittee, is required to submit a construction plan to the Trail Manager, and may not begin work regarding said construction plan unless and until written approval from the Trail Manager is granted and received. The Permittee is also required to obtain all necessary permits, approvals, and licenses prior to starting work, and to comply with all applicable federal, state, and local laws, rules and regulations.

NOW, THERFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby consents to the attached Easement between the Wisconsin Department of Natural Resources and Wisconsin Public Service being entered into, and hereby authorizes and directs the Brown County Executive to execute the Easement, indicating the County's acceptance of and consent to the terms and conditions of the Easement.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

EDUCATION & RECREATION
COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

20-001R
Authored by Parks Department
Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|--------------|---------|------|------|---------|---------|
| SIEBER | 1 | | | | |
| DE WANE | 2 | | | | |
| NICHOLSON | 3 | | | | |
| HOYER | 4 | | | | |
| GRUSZYNSKI | 5 | | | | |
| LEFEBVRE | 6 | | | | |
| ERICKSON | 7 | | | | |
| BORCHARDT | 8 | | | | |
| EVANS | 9 | | | | |
| VANDER LEEST | 10 | | | | |
| BUCKLEY | 11 | | | | |
| LANDWEHR | 12 | | | | |
| DANTINNE, JR | 13 | | | | |

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---------------|---------|------|------|---------|---------|
| BRUSKY | 14 | | | | |
| BALLARD | 15 | | | | |
| KASTER | 16 | | | | |
| VAN DYCK | 17 | | | | |
| LINSEN | 18 | | | | |
| KNEISZEL | 19 | | | | |
| DESLAURIERS | 20 | | | | |
| TRAN | 21 | | | | |
| MOYNIHAN, JR. | 22 | | | | |
| SUENNEN | 23 | | | | |
| SCHADEWALD | 24 | | | | |
| LUND | 25 | | | | |
| DENEYS | 26 | | | | |

PARKS

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600



Matt Kriese

PHONE: (920) 448-6242 FAX: (920) 448-4054

ASSISTANT PARKS DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 11/13/2019

REQUEST TO: Education and Recreation Committee
Executive Committee

MEETING DATE: 12/16/2019, 1/6/2020

REQUEST FROM: Matt Kriese

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION TO APPROVE UNDERGROUND ELECTRIC LINE EASEMENT AGREEMENT

ISSUE/BACKGROUND INFORMATION:

The WI DNR is the owner of the Fox River Trail, and the County holds a Trail Management Easement. This resolution authorizes the County to approve two permanent 12 foot wide easements for Wisconsin Public Service Corporation to install, operate, maintain, repair, remove and replace five electric lines under the trail in the City of De Pere near Heritage Road.

ACTION REQUESTED:

Request to Approve this Resolution

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? _____
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

State of Wisconsin
Department of Natural Resources
Box 7921
Madison, WI 53707

**UNDERGROUND
ELECTRICAL LINE EASEMENT**

Wis. Stat. s. 23.09(10) and 27.01(2)(g)
Form 2200-15

THIS UNDERGROUND ELECTRIC LINE AND NATURAL GAS LINE EASEMENT (hereinafter referred to as the "Easement") made by and between the State of Wisconsin Department of Natural Resources (hereinafter referred to as the "Grantor") and Wisconsin Public Service Corporation, a Wisconsin corporation (hereinafter referred to as the "Grantee").

Base document - SMRP 9808
Updates provide from CE 9811

RECITALS

WHEREAS, the Grantor is the owner of the former Wisconsin Central, Ltd., railroad corridor known today as the "Fox River State Trail" (hereinafter referred to interchangeably as either the "Trail" or the "Premises");

WHEREAS, the Grantee desires to install, operate, maintain, repair, remove, and replace five (5) underground electrical lines providing 24.9kVA, of which four (4) lines are #1 AL jacketed 14kV primary wires within a 2-inch and 3-inch HDPE conduit and one (1) 750 AL line within a 4-inch HDPE conduit on a portion of the Premises (hereinafter referred to as the "Easement Area"), described as follows:

Recording Area

Return: Department of Natural Resources
Bureau of Facilities & Lands - LF/6
P.O. Box 7921
Madison, WI 53707-7921
Attn: Closing Officer (CE-)

Parcel Identification Number (PIN):

ED-F0086

Township 23 North, Range 20 East, City of De Pere, Brown County, Wisconsin

Section 34: Part of the Northwest (NW ¼) Quarter of the Northwest (NW¼) Quarter and Northeast (NE ¼) Quarter of the Northwest (NW ¼) Quarter of said Section 34, more particularly described as follows:

A 12-foot-wide utility corridor, the centerline of Easement A of which is described as follows:

Commencing at the North ¼ Corner of Section 34, Township 23 North, Range 20 East; City of De Pere, Brown County, Wisconsin; Thence S00°55'36"W along the East line of the Northwest ¼, said Section 34, a distance of 791.29 feet to the Northerly right of way line of Heritage Road, a.k.a. CTH X; Thence N89°32'39"W, along said Northerly right of way line, 1313.64 feet to the Easterly right of way line of the Trail; Thence N11°04'24"E, along said Easterly right of way line, 6.10 feet to the POINT OF BEGINNING; Thence N89°32'39"W, 100.72 feet to the Westerly right of way line of the Trail and the POINT OF TERMINATION; AND

A 12-foot-wide utility corridor, the centerline of Easement B of which is described as follows:

Commencing at the North ¼ Corner of Section 34, Township 23 North, Range 20 East; City of De Pere, Brown County, Wisconsin; Thence S00°55'36"W along the East line of the Northwest ¼, said Section 34, a distance of 791.29 feet to the Northerly right of way line of Heritage Road, a.k.a. CTH X; Thence N89°32'39"W, along said Northerly right of way line, 1313.64 feet to the Easterly right of way line of the Trail; Thence S11°04'24"W, along said Easterly right of way line, 81.39

feet to the Southerly right of way line of Heritage Road, a.k.a. CTH X; Thence continuing S11°04'24"W, along said Easterly right of way line, 6.10 feet to the POINT OF BEGINNING; Thence N89°32'39"W, 100.72 feet to the Westerly right of way line of the Trail and the POINT OF TERMINATION.

The Easement Area is 201.44 feet in total length, 0.06 acres in size, and is shown on attached Exhibit "A".

NOW, THEREFORE, the undersigned Grantor does hereby grant and convey to the Grantee, and its corporate successors in interest, for and in valuable consideration of the sum of Five Hundred and Four Dollars (\$504.00), receipt and sufficiency of which are hereby acknowledged by the Grantor, this permanent non-exclusive Easement allowing Grantee to install, maintain, inspect, operate, repair, remove, replace, and/or abandon in place, under, across, and through the above-described Easement Area, an underground electrical distribution utility line (hereinafter referred to as the "underground electrical line"), including all necessary conduit, wire, cables, junction boxes, testing terminals, and other appurtenant equipment as deemed necessary by the Grantee for the transmission and distribution of electrical energy (all of the foregoing collectively, the "Facilities").

It is understood by the Grantor and the Grantee that this grant of non-exclusive Easement is subject to the following conditions:

1. The Grantee and the Grantor confirm and agree that the recitals set forth above are true and correct and incorporate the same herein for all purposes.
2. Brown County is the owner and holder of a Trail Management Easement on the Premises for the construction, development, maintenance and operation of the trail by the Brown County Parks Department (hereinafter referred to as the "Trail Manager"). When notification is required herein, the Trail Manager instead of the Grantor shall be the point of contact regarding the installation, use and maintenance of the underground electrical line, as the Trail Manager has control and authority over issues relating to the management of the Trail.
3. The Grantor grants and conveys to Grantee a permanent non-exclusive Easement for the installation, construction, operation, inspection, maintenance, repair, removal, replacement and/or abandonment in place of the Facilities within the Easement Area. Any additional lines, conduits, structures, or replacements other than those described herein, will require the prior written approval of the Grantor, and may require a new easement or an expansion of the Easement Area (provided such expansion is mutually agreeable to the Grantor and the Grantee). The underground electrical line shall be installed by directional boring under the Easement Area at a minimum depth of 10 feet or such sufficient depth that is in accordance with the standards of the National Electric Safety Code.
4. This conveyance is subject to reactivation for rail service; therefore, the Grantee and its successors and assigns are restricted from materially changing the grade or topography of the property for any reason and also prohibited from constructing, installing, or removing anything which violates the published practices and procedures of the American Railway Engineering and Maintenance-of-Way Association (AREMA) (or its successor(s)), from taking any action that would make such reactivation impracticable, and from allowing installation of any facility that does not conform to AREMA-required standards or clearances. The underground utility lines shall be installed by directional boring under the Trail. The Grantee shall insure its installation and use of the easement conforms with the standards, practices, procedures, and clearances established by the National Electric Safety Code, National Fuel Gas Code, and AREMA, as well as the standards set forth by the railroad company with restoration authority over the property.
5. This Easement is limited to the Grantee and is not transferrable to a third-party, except after written

notification and consent of Grantor provided, however, that Grantee may assign this Easement to its affiliate with notice to Grantor. For purposes of this section, "affiliate" means any entity that directly or indirectly owns or controls, is owned or controlled by, or is under common ownership or control with Grantee. The Grantee will not have the right to allow additional physical co-location of facilities by unaffiliated third parties without the prior written consent from the Grantor, which may require an amendment to the Easement.

6. The Easement shall be non-exclusive, and the Grantor may use the Easement Area(s) and may lease or convey other easements to one or more other person(s), company(ies) or other entity(ies); provided that any such subsequent use, lease or conveyance shall not interfere with the Grantee's rights.
7. Grantee shall submit a written notification of project commencement to Grantor's Trail Manager at least 5 working days prior to initiation of any tree and brush clearing, installation, construction, maintenance, repair, removal or replacement work on the Easement Area. The Grantee shall receive approval from the Grantor's Trail Manager prior to commencing any project. If an emergency arises within the Easement Area(s) requiring immediate action by the Grantee, the Grantee shall immediately notify the Grantor's Trail Manager that an emergency exists and that the Grantee is proceeding to correct the emergency situation.
8. Grantor grants to the Grantee the right to enter upon the Grantor's Premises outside of the Easement Area for the purpose of gaining access to the Easement Area for the purpose of installing, operating, maintaining, repairing, removing, replacing or abandoning the underground electric lines and for the performance of any and all other such acts necessary for the proper installation, operation maintenance, repair, removal and replacement of said underground electric lines.
9. Grantee may cut, trim and remove any of Grantor's brush, trees, logs, stumps or branches which by reason of their proximity may endanger or interfere with the said underground utility lines or the operation thereof. Any such undertakings shall be done with the prior written approval and under the supervision of the Trail Manager. Accepted arborist pruning/removal and equipment practices must be adhered to and all waste debris, stumps and slash must be removed and disposed of by the Grantee in a manner acceptable to the Trail Manager off site before project completion. When the removal of a tree is permitted, the stump shall be cut flush with the ground or be removed. All trees having a commercial value, including firewood, shall be cut in standard lengths and piled conveniently by the Grantee, for disposal, by sale or otherwise, by the Trail Manager.
10. All signage placed by the Grantee for purposes of project activities shall have prior written approval from the Grantor.
11. The Grantee shall maintain the Easement Area in a decent, sanitary, and safe condition during construction, installation, operation, maintenance, repair, removal and replacement, and at no time shall the Grantee allow its work to cause a hazard or unsafe conditions on the Easement Area.
12. The Grantee is responsible for determining if there are any existing utility lines located within the Easement Area. Grantee is responsible for any and all damages, costs or liabilities that result from damages caused by the Grantee to existing utility lines located within the Easement Area.
13. This Easement does not relieve Grantee from the responsibility to comply with all applicable federal and state laws and local ordinances affecting the design, materials or performance of the permitted activity and does not supersede any other governmental requirements for plan approval or for authority to undertake the permitted activity or exercising any other rights granted herein.

14. The Grantee shall restore the Easement Area in a timely workmanlike manner consistent with the condition of the Easement Area prior to such entry by the Grantee or its employees or agents. This restoration requirement, however, does not apply to the initial installation or construction of the Facilities on the Easement Area as it relates to any trees, bushes, branches or roots removed for initial installation or construction, or which subsequently may interfere with the Grantee's use of the Easement Area or create an unsafe condition.
15. Grantee shall take extreme care to avoid disturbing other facilities on the Easement Area, including drainage and wetlands, if any. All water regulations must be permitted and followed accordingly. No work may be done that encourages water to drain onto the Grantor's adjoining land.
16. The Grantee agrees not to violate any term or condition stated herein. In the event of a violation, the Grantor will give written notice to the Grantee of the violation(s) and the Grantee will have 30 days to cure the violation(s); provided, however, that in the event that the cure of such violation cannot be accomplished within such 30-day period despite diligent and continuing efforts by the Grantee, the time to cure the violation may be extended for a reasonable amount of time to permit the Grantee to complete the cure. In the event the violation(s) has not been cured to the reasonable satisfaction of the Grantor within the time frame allowed, the Grantor, at the Grantor's discretion, shall have the right to declare this Easement terminated, and shall have the right to take full control of the Easement Area, without hindrance or delay, and may use its legal remedies for recovery from the Grantee of all damages caused by the violation of this Easement by the Grantee.
17. The Easement shall automatically terminate, without right of reentry, upon:
 - a. Grantee's express abandonment of the Easement Area(s); or
 - b. An implied abandonment as evidenced by the non-use by Grantee of the Easement Area(s) for utility purposes for a consecutive period of 2 years.
18. The Grantor shall not plant any trees within the Easement Area that may interfere with the Grantee's easement. The Grantor agrees that no structures or above ground improvements (not including trails, driveways, roadways or parking lots which are not prohibited), obstructions or impediments of whatever kind or nature will be constructed, placed, granted or allowed within the Easement Area. Except as otherwise allowed herein, the Grantor further agrees that the elevation of the existing ground surface of land within the Easement Area will not be altered by more than 6 inches without the prior written consent of the Grantee.
19. The Grantee assumes and agrees to protect, indemnify and save harmless the Grantor, agents, officers and employees from and against any and all claims, demands, suits, liability and expense by reason of loss or damage to any property or bodily injury including death, arising directly or indirectly from:
 - a. The construction, installation, operation, maintenance, existence, use, repair, removal and replacement of the underground utility lines;
 - b. Any defect in the underground utility lines or failure thereof;
 - c. Any act or omission of the Grantee, its agents or employees while on or about the Easement Area(s) or any of Grantor's adjoining land;
 - d. Grantee's exercise of any and all rights, duties and responsibilities granted by this Easement;
 - e. Any defect of insufficiency of title or authority of the Grantor to convey this Easement;
20. The Grantee may, at its sole discretion, self-insure up to \$5,000,000. A certificate to that effect shall be provided upon request.

21. All notices or other writings this easement requires to be given, or which may be given, to either party by the other shall be deemed to have been fully given when made in writing and deposited in the United States mail, prepaid and addressed as follows:
 - a. To the Grantor: Wisconsin Department of Natural Resources, Bureau of Facilities and Lands, WDNR, 101 South Webster Street, Madison, WI 53707. Phone Number (608) 266-2136.
 - b. To the Trail Manager: Brown County Park Department, PO Box 23600, Green Bay, WI 54305 Phone Number: 920-448-4464.
 - c. To the Grantee: Manager of Real Estate Services, Wisconsin Public Service Corp., P.O. Box 19001, Green Bay, WI 54307. Phone Number: (800) 450-7260.
 - d. The address to which any notice, demand, or other writing may be given, made or sent to any party as above provided may be changed by written notice given by such party as above provided.
22. The Grantor retains management, supervision and control over the Easement Area(s) for the purpose of enforcing Chapter NR 45, Wis. Adm. Code, which governs the conduct of visitors to state lands and provides for the protection of the natural resources, as well as other pertinent state laws, when needed to protect the Easement Area(s) or the general public.
23. The Grantor does not represent or warrant that title to the Easement Area(s) is free and clear of all encumbrances or that it will defend the Grantee in its peaceful use and occupancy of the Easement Area(s).
24. In event of a necessary relocation of the underground utility lines, whether initiated by the Grantor, a Railroad with an interest in the Trail, the Grantee, or any other entity, the costs associated with relocating the utility shall be borne by the Grantee.
25. This Easement shall be binding on the parties hereto and their successors and assigns, as limited by condition 6, above.
26. This Easement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.
27. This Easement sets forth the entire understanding of the Grantor and the Grantee and may not be changed except by a written document executed and acknowledged by the Grantor and the Grantee.
28. If any term or condition of this Easement shall be deemed invalid or unenforceable, the remainder of this Easement shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.
29. Enforcement of this Easement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Easement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Easement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the non-prevailing party to the extent authorized by law.
30. Additional Terms and Conditions specifically pertinent to this Easement will be valid if enumerated below:
 - a. Relating to installation, construction, operation, maintenance, and replacement work within the Easement Area, work shall be completed as follows:
 - i. Other than as otherwise permitted herein, the Trail should remain open for public use at all times. Trail closures will not be allowed during snowmobile season and may not be allowed at certain times during bicycling season depending on planned events, activities, or volume of use. All

closures must be coordinated with the Trail Manager. Any trail closure of more than 1 day may be done only with prior written permission of the Trail Manager.

- ii. If the Trail must be blocked at any time due to safety, a flag person must be present or appropriate signage must be installed such that trail users are informed of the blockage and an acceptable detour (if needed) must be provided by the Grantee so users can pass through safely. Grantee shall not use the trail right-of-way for backing of any equipment unless a flag person is present and directing trail traffic.
 - iii. Warning signs, lights, or such other safety markers as necessary shall be placed informing trail users of any construction work or as otherwise directed by the Trail Manager.
 - iv. If needed, as determined by the Trail Manager, Grantee shall place passable barricades at entry points for trail users that require trail users to substantially reduce their speed and proceed single file. Barricade points must include signs stating that construction activities are taking place along the trail, listing a reduced speed limit, and indicating 2-way, single-file traffic.
 - v. All excavated open holes must be adequately marked at all times by the Grantee and warning signs must be placed and maintained by Grantee a safe distance ahead in both directions.
 - vi. All excavated holes shall be filled in and made level with the original grade by the Grantee prior to project activity completion.
 - vii. Insofar as is practicable and when the Grantor requests other than during the initial construction or due to an emergency situation, the Grantee shall schedule any construction work in an area used for recreational purposes at times when the ground is frozen in order to prevent or reduce soil compaction. All work will be conducted to minimize soil disturbance. All rutting will be repaired, and the Premises restored as promptly as possible by Grantee following its work. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent must be utilized to access installation, construction, maintenance, or replacement locations.
 - viii. Any and all ground settling, or trail surface damage caused by the exercise of the Grantee's rights within a 2-year period from the date of installation or any maintenance is the sole responsibility of the Grantee and must be restored or repaired to pre-construction or better conditions using the same type and quality materials as approved by the Trail Manager. Upon failure to perform by the Grantee within 20 days of notification by the Trail Manager of needed repairs or restoration, repairs or restoration may be contracted by the Trail Manager and the Grantee shall be liable for all costs associated with such repairs and restoration.
 - ix. Grantee shall not park or store any vehicles or equipment on the Trail at any time unless authorized in writing by the Trail Manager.
- b. Conveyance of this Easement may be encumbered by federal or state railroad interest and subject to future restoration and reconstruction of the right-of-way for rail purposes consistent with Section 208 of the National Trails System Act Amendment of 1983, Publ. L. No. 98-11 (16 U.S.C. 1247(d)) or Wis. Stat. s. 85.09, including possible termination of this Easement, and subject to reservations, exceptions and leases, agreements and permits authorized by the former railroad company or the Owner prior to the execution of this Easement. The Grantor shall provide written notice of the necessity for the reestablishment of railroad, which may result in the termination of this Easement upon the discretion of the railroad. The Grantee shall: (1) not materially change the grade or topography of the Easement Area (s); (2) not construct and install or remove any permanent improvement which violates American Railway Engineering and Maintenance-of-Way Association ("AREMA"), or its successors, published practices and procedures or would make such reestablishment of railroad impracticable; and (3) not allow the installation of any facility, above or below grade that does not conform to AREMA's standards or clearances for railroad.
- c. If any portion of the Trail is damaged or destroyed by the Grantee, the Grantee shall be solely responsible to repair and restore the damaged area in a timely, workmanlike manner consistent with the original condition of said crossing at the beginning of this Easement. The Grantee agrees to reimburse the Grantor for any property damage to the Grantor's subject property that may arise from the construction,

maintenance, or use of the crossing on the Grantor's described lands.

- d. Use of pesticides and herbicides shall only be allowed with the prior written permission of the Grantor which shall not be unreasonably withheld, delayed or denied. Any pesticides or herbicides used as part of a management plan must conform to the Forest Stewardship Council list found at <https://ic.fsc.org/en/our-impact/program-areas/forest-program/pesticides>. Grantee shall report to the Grantor (i.e. property manager and the DNR Pesticide Use Team), at least annually, the chemicals that will and have been applied on the Premises and the Easement Area(s), including the date, product trade name, active ingredient(s) and corresponding CAS number(s), purpose, rate, location with a map, total area treated and total amount of chemicals.

END OF CONDITIONS

IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed on its behalf this _____ day of _____, 2019.

State of Wisconsin
Department of Natural Resources
For the Secretary

By _____ (SEAL)
Terry H. Bay
Bureau Director - Facilities and Lands

State of Wisconsin)
) ss.
Dane County)

Personally came before me this _____ day of _____, 2019, the above named Terry H. Bay, Bureau Director for Facilities and Lands, State of Wisconsin Department of Natural Resources, to me known to be the person who executed the foregoing instrument and acknowledged that he executed and delivered the same as for the act and deed of said Department of Natural Resources.

* Aubrey F. Johnson
Notary Public, State of Wisconsin
My Commission (expires)(is) _____

CONSENT TO EASEMENT

IN WITNESS WHEREOF, Brown County, c/o Troy Streckenbach, County Executive, Northern Building, 305 E. Walnut St., Room 120, Green Bay, WI 54301, being the holder of an easement interest which is for the construction, operation and management of the Fox River State Trail by virtue of said Easement between the State of Wisconsin Department of Natural Resources and Brown County as recorded on August 28, 2000 as Document No. 1769733 and as recorded on December 12, 2001 as Document No. 1863067 all in Brown County Records against said Premises, does hereby acknowledge, join in and consent to this underground electric line and natural gas line easement on this _____ day of _____, 2019.

Brown County

By: _____ (SEAL)
Troy Streckenbach
Brown County Executive

State of Wisconsin)
Brown County) ss.
Brown County)

Personally appeared before me this _____ day of _____ 2019, the above named Troy Streckenbach, County Executive, to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

*
Notary Public, State of Wisconsin
My commission (expires) (is) _____

*Please print names

IN WITNESS WHEREOF the Grantee has agreed to and caused this easement to be executed on its behalf this _____ day of _____, 2019.

Wisconsin Public Service Corporation

By _____ (SEAL)
Kim M. Michiels – Real Estate Agent

State of Wisconsin)
) ss.
Brown County)

Personally appeared before me this _____ day of _____ 2019, the above named Kim M. Michiels – Real Estate Agent, to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

* _____
Notary Public, State of Wisconsin
My commission (expires) (is) _____

* Please print name.

This instrument drafted by:
State of Wisconsin
Department of Natural Resources

EASEMENT MAP (EXHIBIT "A")

Part of the Parcel described in Brown County Register of Deeds as Document Number 1795368, being part of the Northwest 1/4 of the Northwest 1/4 and part of the Northeast 1/4 of the Northwest 1/4 of Section 34, Township 23 North, Range 20 East, City of De Pere, County of Brown, State of Wisconsin



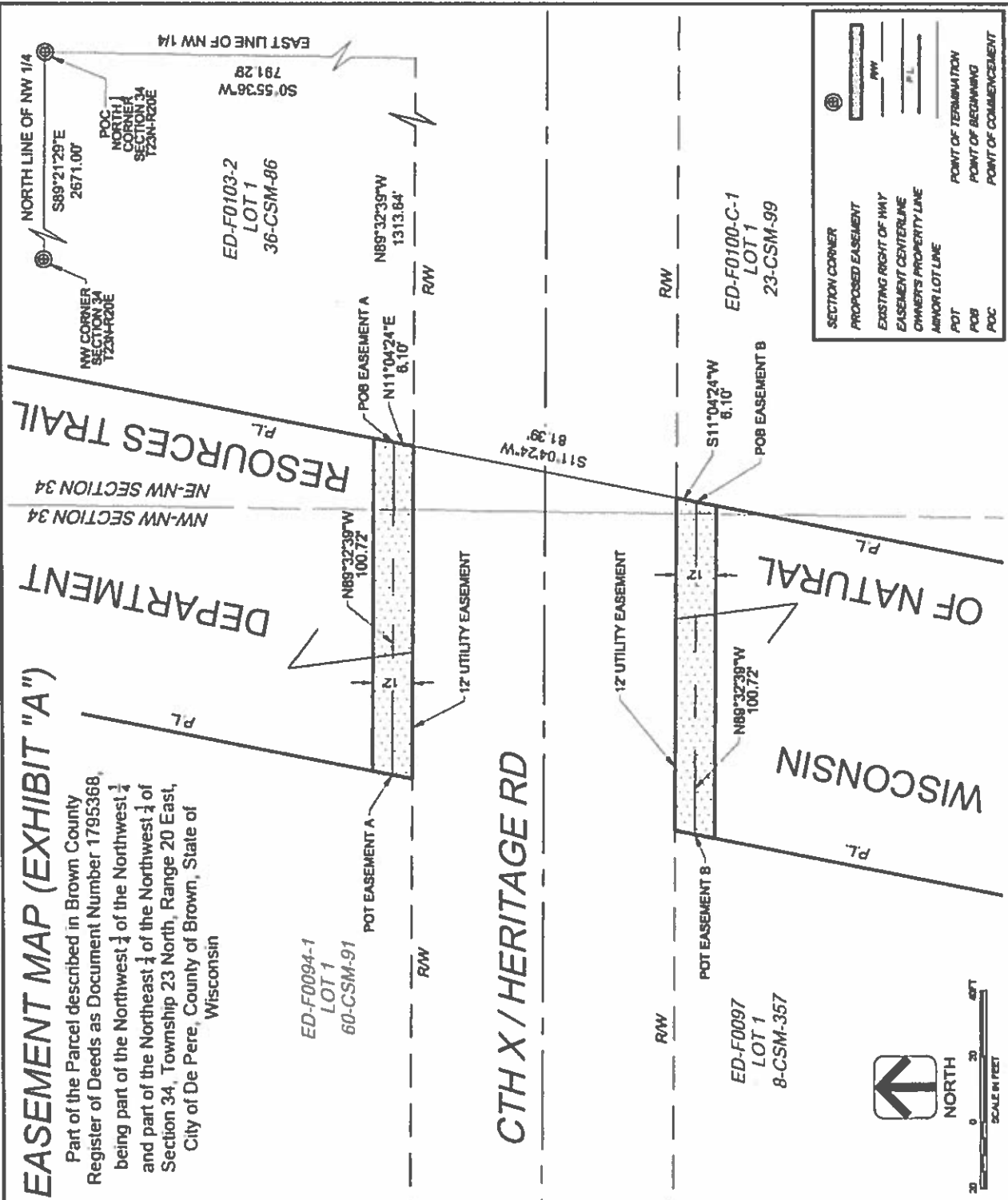
THIS DOCUMENT IS FOR THE USE OF WISCONSIN PUBLIC SERVICE CORPORATION. WISCONSIN PUBLIC SERVICE CORPORATION DISCLAIMS ALL WARRANTIES, BOTH EXPRESS AND IMPLIED, USE BY ANYONE OTHER THAN WISCONSIN PUBLIC SERVICE CORPORATION IS AT THEIR OWN RISK.

AYRES ASSOCIATES
3376 PACKERLAND DRIVE
ASHWAUBENON, WI 54115
(920) 498-1200

NOTE: BEARINGS FOR THIS MAP BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM (BROWN ZONE) NAD83(2011). DISTANCES ARE GROUND.

REVISIONS

Drawn: JMB / Ayres Associates
Date: 04/10/2019
Scale: 1" = 40'
SHEET NUMBER 1



19-098

BUDGET ADJUSTMENT REQUEST

Category

Approval Level

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none">• Reallocation to another account strictly for tracking or accounting purposes• Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 | a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 | b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation. | Oversight Comm 2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm 2/3 County Board |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm 2/3 County Board |
| <input type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm 2/3 County Board |
| <input type="checkbox"/> 9 | Any allocation from the County's General Fund (<i>requires separate Resolution</i>) | Oversight Comm Admin Committee 2/3 County Board |

Justification for Budget Change:

2019 Parks:

This Budget Adjustment is in relation to revenues exceeding expectations within our camping account(s). These revenues will be utilized within the Outlay account to purchase a replacement truck (\$25,000) and the Bay Shore Outlay account to purchase a firewood locker for wood sales (\$9,500). The replacement vehicle will replace a 2007 Ford Ranger (with over 110,000 miles) that was in a single vehicle accident and is totaled. The firewood locker will replace a rental unit the department had on site throughout 2019 and offered firewood sales in the absence of staff.

Fiscal Impact: \$34,500

| Increase | Decrease | Account # | Account Title | Amount |
|-------------------------------------|--------------------------|--------------------------|------------------------|----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.062.093.001.4600.762 | Fairgrds.- Camping | \$9,500 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.062.095.001.6110.100 | Bay Sh. - Outlay Other | \$9,500 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.062.095.001.4600.762 | Bay Sh.- Camping | \$25,000 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.062.001.6110.100 | Outlay Other | \$25,000 |
| <input type="checkbox"/> | <input type="checkbox"/> | | | |

11/26/19

AUTHORIZATIONS

John A. Kline
Signature of Department Head
Department: Parks
Date: 11/26/2019

[Signature]
Signature of DOA or Executive
Date: 12/10/19